FORMAX®

6600 Series
Folder/Inserters

OPERATOR MANUAL
FIRST EDITION

CONTENTS

ENGLISH

1. PRECAUTIONS

Before using this system, thoroughly read the operating instructions. In the European Union an operator manual printed in the national language(s) is supplied with the system. If it is not, contact your authorized distributor.

Warning

- Before connecting check if the system is suitable for the local mains voltage; refer to the type plate.

Safety precautions

- This system is only to be operated by fully trained personnel. The manufacturer accepts no responsibility for injuries caused by unauthorized operation.
- The opening of covers must be carried out only by a skilled and authorized person who is aware of the hazard involved. The system will not operate with the covers opened.
- Keep long hair, fingers, jewellery, etc. away from turning parts of the system.
- The socket outlet shall be installed near the equipment and shall be easily accessible.
- The mains plug shall be connected only to a socket outlet provided with a protective earth contact.
- Over-current protection in the equipment also relies on the branch circuit protection (max. 20 A).
- The following part(s) is (are) considered the equipment disconnect device(s):
  - power supply cord plug.
  - 12-pole connector, located on the right-hand side.

Used symbols

⚠ Warning, this symbol indicates a wrong action which can cause a hazard to health or damage the system.
This symbol also means: read your operator instruction.

⚡ Warning, this symbol indicates a hazard to life because of high voltage.

Italic text: Additional information

1.1 Special national conditions

Denmark: In Denmark, certain types of Class 1 appliances may be provided with a plug not establishing earthing continuity when inserted into Danish socket-outlets. Be sure the equipment makes contact with the protective earthing of the socket outlet.
(**Plug and socket outlet have to match!**)
Japan: Provide an earthing connection before the mains plug is connected to the mains. When disconnecting the earthing connection, be sure to disconnect after pulling out the mains plug from the mains.

2. GENERAL

2.1 Understanding the machine

This machine is a sophisticated folding and inserting system which can process large quantities of mail rapidly and easily.
The settings of the system are recorded in so-called jobs. These jobs can be programmed by an authorized user.
As a special feature the system is equipped with an AutoSet™ function. The purpose of this function is to start working as quickly as possible.
The system consist of the following parts (see figure below):

① FlexFeed™

② Collating area

③ IntelliDeck™

④ PowerFold™

⑤ Inserter

⑥ Present on deck

⑦ Stacker

⑧ Side exit

ENGLISH
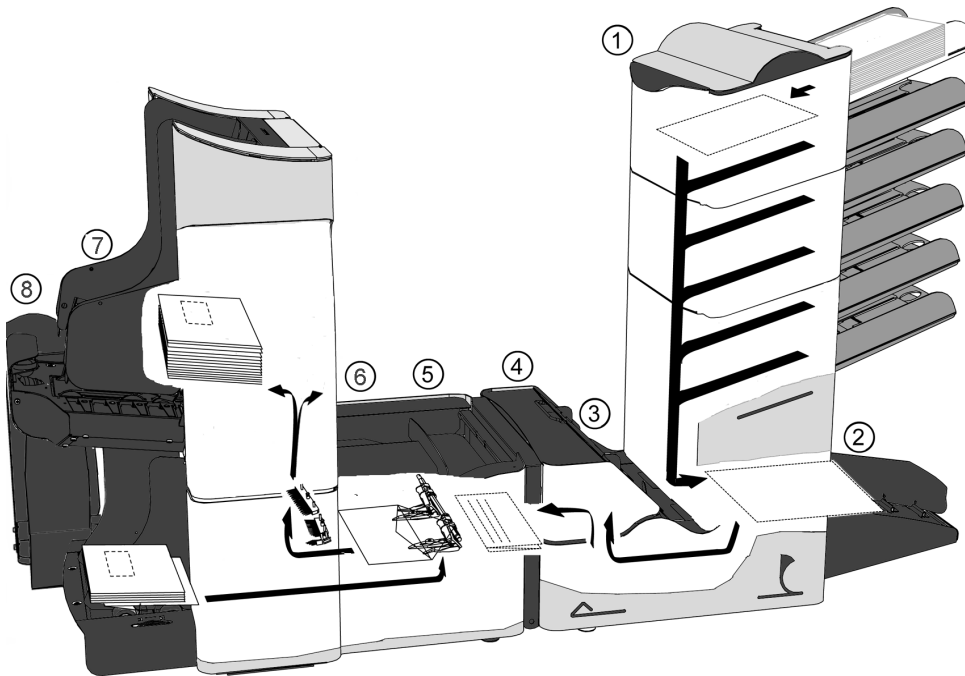
FlexFeed™; see 1

The FlexFeed™ is the feeding part of the system. There are two types of feeders available. The automatic and the special feeder. The automatic feeder does not require any adjustments for the separation. The FlexFeed™ is equipped with double sheet control. In this way the system can detect faulty sets of documents. The FlexFeed™ is equipped with feeder swap. This means that two feeders can be linked as pairs. When the first feeder is empty, the system switches to the other feeder. Meanwhile the other empty feeder can be refilled without stopping. It's also possible to feed multiple documents from one feeder. In this way more documents can be fed from one station, for example an original and a copy of a document.

The upper automatic feeder of a feeder module can be equipped with a "daily mail" function for processing documents or sets of documents which cannot be processed automatically (e.g. stapled).

Collating area; see 2

After feeding, the documents are gathered in the collating area.

IntelliDeck™; see 3

When the system is equipped with the IntelliDeck™ incorrect sets of documents will be thrown out automatically by the IntelliDeck™. In this way the system does not need to stop. Correct sets will be transported to the PowerFold™ unit.

PowerFold™; see 4

The PowerFold™ part folds the documents. The following fold types are possible:
- no fold.
- single fold.
- letter fold.
- zig-zag fold.
- double parallel fold.

Inserter; see 5

After folding (or not folding) the documents are transported to the inserter unit where the documents are inserted into a envelope (not inserted when processing without envelopes). Automatic monitoring ensures the correct number of inserts per envelope.

Present on deck; see 6

The documents inserted (or not) can leave the inserter from the upper unit (present on deck) when clearing the machine, making a test set or depending on the OMR (Optical Mark Reading) code.

Stacker; see 7

The documents inserted (or not) are transported to the stacker or side exit depending on the programmed job.The stacker automatically stacks inserted documents. Via "Exit select settings" the stacker can be selected.

Side exit; see 8

The documents inserted (or not) are transported to the stacker or side exit depending on the programmed job. The side exit can be used for sorting and stacking of documents. Via "Exit select settings" the side exit can be selected.

2.2   Operating controls

A : side exit
B : stacker
C : side guides stacker
D : display
E : upper unit (opened)
F : locking handle upper unit
G : power inlet, power switch (inserter)
H : RS232 connection
I : PowerFold™ (cover opened)

J : vertical transport
K : vertical transport hand grip
L : document feed tray
M : collator arm
N : collator area
O : locking handle PowerFold™
P : handles for clearing stoppages
Q : handle for clearing stoppages
R : side cover (opened)
S : water tray
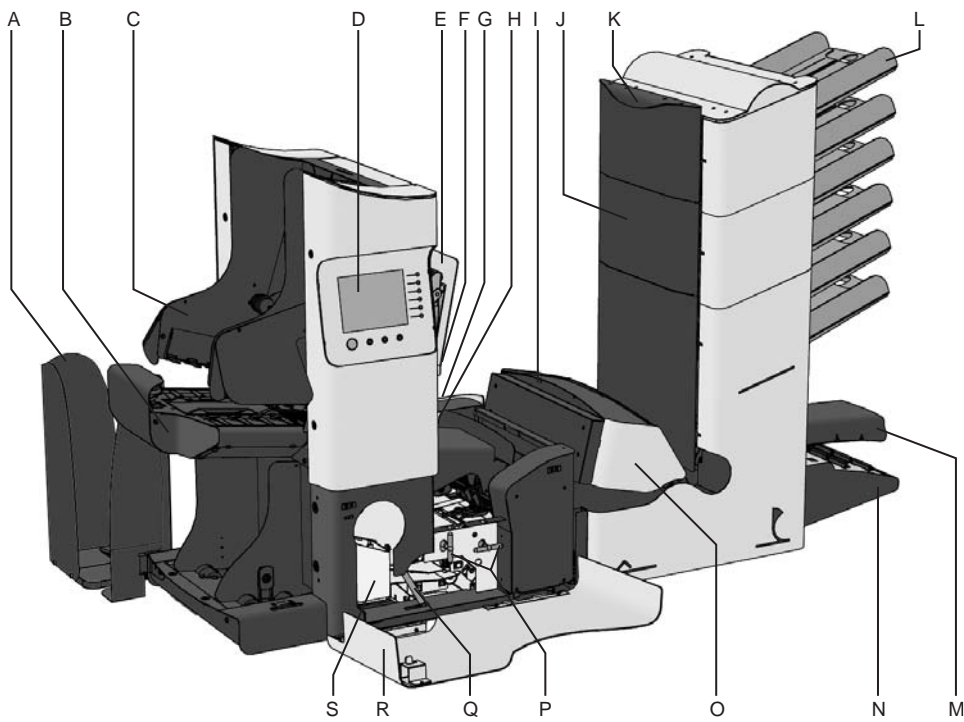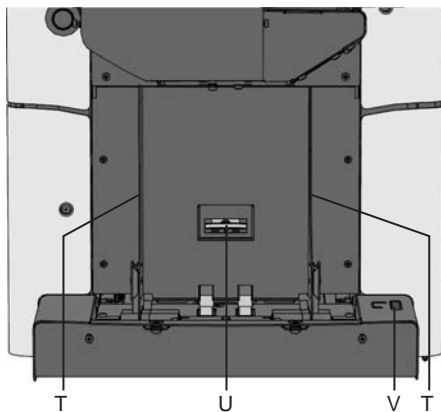
T : side guides envelope hopper
U : knob for separation adjustment
V : thumbwheel for side guide adjustment

2.3 Display

The display shows the operating screens and keys for operating the system (see figure below).

The keys below are used for the functions: start, stop, clear and escape. The six keys on the right of the display are used for the corresponding functions shown in the screens.

Press the start key to start the machine. After pressing the stop key the system does not stop immediately, but on the first opportunity while processing. Because of this there can be incomplete sets in some parts of the system. When the clear key is pressed during processing documents the system will stop feeding documents after completing the set. The set will be inserted resulting in a cleared system which is ready to process a new job. When the system is stopped already and the clear key is pressed, it will process one set of documents and the system will be cleared.

When a feeder runs empty after the clear key is pressed, an ignore message will be displayed together with the feeder empty message. By pressing the ignore key the clear process will be continued ignoring the empty feeder.

The escape key can be used to exit a menu without saving any settings.

3. PREPARATIONS

Moistening the brushes

The water tray (see "Operating controls") must always be filled with special sealing liquid or water and the brushes must be moistened. An extra set of brushes is provided so that one set can be soaked in water. For this a special section is available in the water tray (refer to the chapter "Maintenance").

To fill the water tray, open the upper unit (refer to "Operating controls"). Open the side cover and fill the water tray to the "max".

 Before moving the system, the watertray must be empty.

Take into account the weight of the system when moving it.

4. OPERATING THE SYSTEM

4.1 Switching on

The system can be switched "on" or "off" with the power switch on the back of the machine (refer to section "Operating controls"). After starting up, the display shows the "main menu (1)".

4.2 The main menu

The main menu consists of 2 menus, "main menu (1)" and "main menu (2)". Press key 6 in the main menu (1), to go to the main menu (2). Press key 6 again to get back to the "main menu (1)".

4.3 Main menu (1)

The "main menu (1)" shows the following functions (see figure below):

- Job information ().
- Other job.
- Test run.
- Counters.
- AutoSet™.
- go to main menu (2).
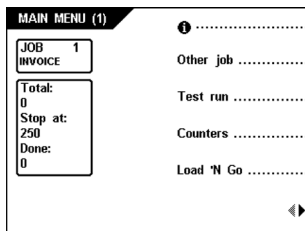
The main menu shows the values (if set in the "counters" menu) of the total counter, stop counter and daily job counter ("done").

The job info screen

Press key 1 to go to the job info screen. The "job info" screen shows the following job settings symbols (see figure below):
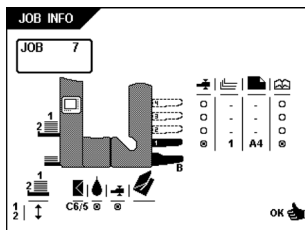
- exit settings ($\frac{2}{1}|\updownarrow$).

- selected envelope type (C6/5).

- sealing "on" () or "off" ().

- document thickness detection "on" () or "off" ().

- selected fold type ().

- which feeders are selected (black is selected).

- which feeders are linked (feeder swap).

- document stopper position (B).

- the feeder's Double Sheet Detection (DFC) "on" () or "off" ().

- number of sheets (1).

- the document length (A4).

- Optical Mark Reading "on" () or "off" ().

Press the esc. key to go back to the selected menu.

Other job menu

When key 2 in the "main menu (1)" is pressed the display shows the "Other job" menu. The following choices are available (see figure below):

- Job information ().
- select a higher job number.
- select a lower job number.
- select the desired job in the "Other job" menu. Confirm the job selection with "OK" which will get you back to the "main menu (1)".
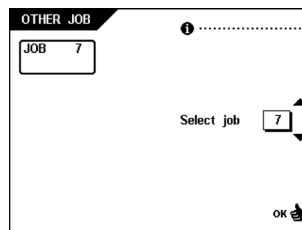
Press and hold key 1 in the "Other job" menu for job information.

Only programmed jobs can be selected (maximum of 20 jobs).

4.4 Main menu (2)

The "main menu (2)" shows the following functions (see figure below):

- Job information ().
- display contrast lighter.
- display contrast darker.
- Job menu (only for authorized personnel).
- go back to main menu (1).
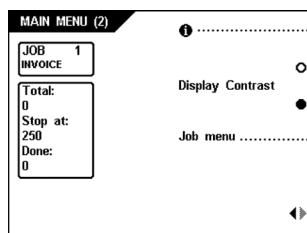
4.5 Adjustments for document feeding

Document separation

The document separation for the automatic feeders is set automatically.
The document separation for special feeders must be adjusted manually as follows (see figure below):

- push the knob B forward until it clicks.
- open the left side guide A by turning it downwards.
- place a document on the document feed tray and slide it about 60 mm (2.4 inch) into the machine (turn the knob B counter clockwise if the separation is set to narrow).
- push the document between the separation rollers, which are behind the rubber paper pullers.
- turn the knob B clockwise to get more resistance or counter clockwise to lower the resistance.
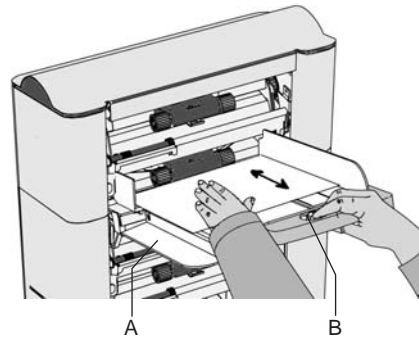
The separation is adjusted correctly when a slight resistance is felt on the document.
Pull the knob B back again when ready. Close the left side guide A.

Side guides

To adjust the side guides it is best to remove the document feed tray from the feeder as follows (see figure below):

- push handle A downwards.
- lift the document feeding tray upwards to unhook it and then pull it out from the feeder.
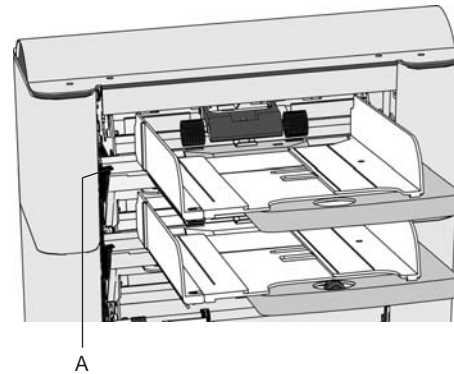
- loosen the knob B (see figure below) half a turn.
- grab the side guides in the middle and move them outwards.
- put a small stack of documents between the side guides.

- grab the side guides in the middle and push them towards the documents.
- the space between the side guides and the documents should be such that the documents have just enough play to move freely.
- re-tighten knob B.
- remove the stack of documents.
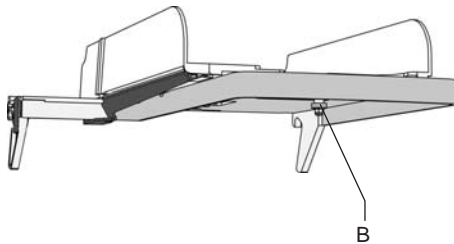
Replace the document feed tray as follows (see figure below):
- place the document feed tray under guide B.
- push the document feed tray up and then lower it into position.
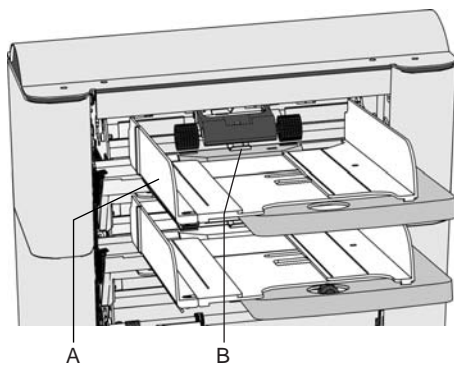
Filling the document feed tray

Open the left side guide A (see figure above) by turning it downwards. The feed rollers will automatically be lifted. Place a stack of documents between the side guides. Turn the left side guide upwards again.
Feed the documents (depending on the type of documents and the type of fold) as shown in "Feeding documents".

Adjustment of the document stoppers

Initially the document stoppers are adjusted for position B (see figure below). In this position a wide variety of documents can be handled (max. 297 mm; 11.7 inch) and adjustment is not needed.
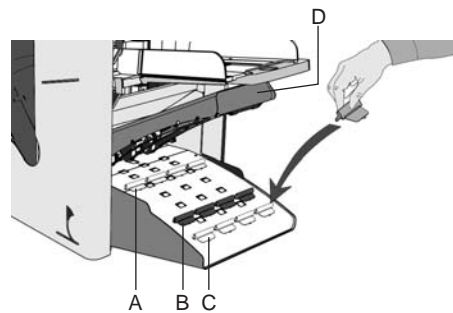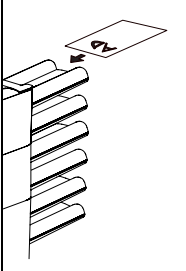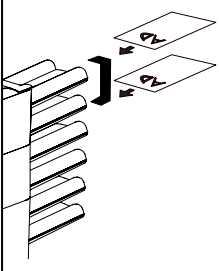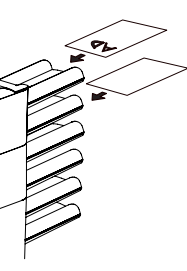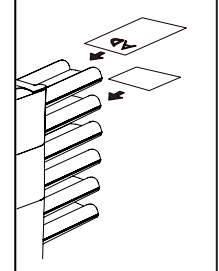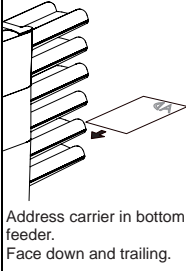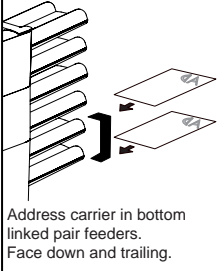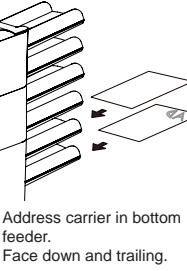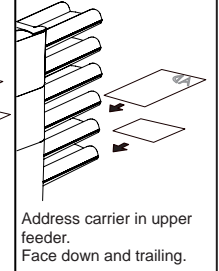
When a job is selected in which a different stopper position has been programmed, the operator has to put the document stoppers in the correct position as indicated by the display. For use of small documents of about 148 mm (5.8 inch) or smaller, the document stoppers can be set in the first position (position A).
For use of longer documents, maximal 356 mm (14 inch), the document stoppers have to be set in last position (position C).
To adjust the stopper position lift and hold the collator arm D, squeeze the stopper and pull the front side tab up. To replace the stopper, first place the flat back tab into the slotted hole and then push the stopper into position.

Feeding documents

The feeding of documents is shown in the figure below.

	one document	feeder swap	two documents	document + enclosure
no fold single fold letter fold double parallel fold	Address carrier in top feeder. Face up and leading.	Address carrier in top linked pair feeders. Face up and leading.	Address carrier in top feeder. Face up and leading.	Address carrier in top feeder. Face up and leading.
zig-zag fold	Address carrier in bottom feeder. Face down and trailing.	Address carrier in bottom linked pair feeders. Face down and trailing.	Address carrier in bottom feeder. Face down and trailing.	Address carrier in upper feeder. Face down and trailing.

Daily mail

The daily mail function can be used for processing documents or sets which can not be processed automatically.

The upper feeder of a feeder module can be equipped with a daily mail switch.

Switch to daily mail in the following way:

- go to a job where the daily mail function has been set to "on",
- turn the left side guide A (see figure below) of the upper feeder downwards,
- the daily mail handle B will be visible and can be set. Push the handle towards (👉) to switch to the daily mail function. Push the handle towards (**auto**) to switch back to the automatic function,
- turn the left side guide upwards again.
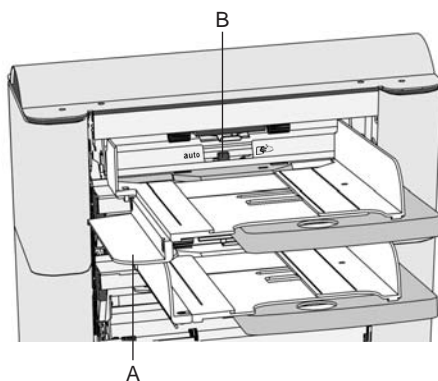
Be sure the daily mail function is switched off when switching to normal use again.

4.6   Adjustments for envelope feeding

Envelope separation

Adjust the envelope separation by turning knob B (see figure below) counter clockwise until two envelopes (flap down and "trailing"), one on top of the other, can be moved backward and forward between the rollers without resistance. Turn knob B clockwise until one envelope will pass between the rollers. The bottom envelope must enter the separator first.
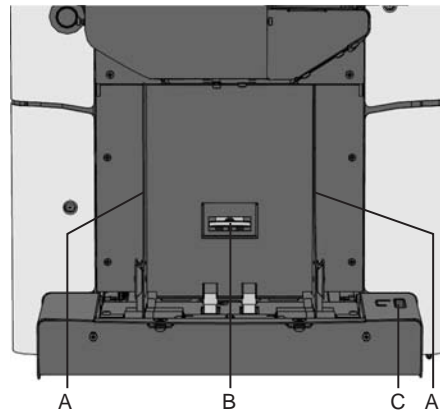
After starting the system it may occur that more than one envelope at a time is pulled in. In that case rotate knob B a quarter turn clockwise. Repeat if necessary to obtain correct operation.

Side guides

Adjust the side guides A (see figure above) by turning the thumbwheel C to provide enough space for the envelopes to move freely. Too much play causes skewing.

Stacker side guides

The side guides of the stacker are adjusted simultaneously with the envelope feeder side guides by turning the thumbwheel C (refer to "Operating controls"). There are now adjustments needed for stacking the inserted envelopes.

Filling the envelope feeder

Take a stack of envelopes. Fan the envelopes a bit and place the envelopes in the envelope feeder with the flap down and "trailing". The bottom envelope must enter the separator first.

Test run menu

Press key 3 in the "main menu (1)" to enter the "test run" menu. The "test run" menu shows the following functions (see figure below):

- feed one envelope onto the insert table.
- make one insert.
- set the insert position (= envelop stop position) to the right.

- set the insert position to the left.
- save the insert position setting with "OK" which will get you to the "main menu (1)".
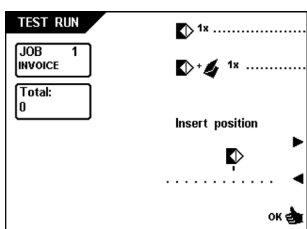
First the insert position must be set. Then the insert fingers must be adjusted. To check all settings a test run can be made.

Envelope insert position

Press key 1 in the "Test run" menu to bring one envelope onto the insert table. The flap folding line must be positioned according to the line C (see figure below) on the inserting table. If necessary adjust the flap folding line position by pressing key 4 or 5 in the "test run" menu. Each key stroke stops the next envelope 0,5 mm (0.02 inch) to the right (earlier) or to the left (later). Check the settings by pressing key 1 again.

Envelope insert fingers

To adjust the insert fingers A (see figure above) loosen the knurled knob B on top of each finger.

Then adjust each finger so that the tip enters about 5 mm (0.2 inch) into the envelope. Re-tighten the knurled knob. The fingers can be moved sideways to the desired position. Place the outer fingers about 5 to 10 mm (0.2 to 0.4 inch) from the edges of the envelope.

Check the position of the insert fingers when changing to a different type of envelope.

Counters menu

After pressing key 4 in the "main menu (1)", the display shows the "counters" menu (see figure below). The "counters" menu shows the following functions:
- reset the daily job counter and stop counter to zero.
- increase the preset counter.
- decrease the preset counter.
- save the counter settings with "OK" which will get you back to the "main menu (1)". The counter settings are job related.
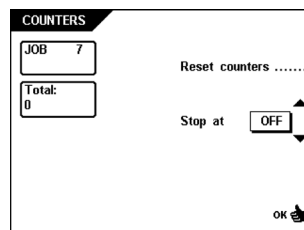
The stop counter is switched off when it is set to zero. The display will show "Stop at OFF". The stop counter can be set between 0 (switched off) and 9999. The system will continue until the job counter reaches the stop counter value. The system stops and can be re-started.

The stop counter value, the total counter value and the done counter value are shown in the "main menu (1)".

Inserting menu

When the start key is pressed the machine starts inserting in automatic mode. The display shows the "inserting" menu (see figure below).
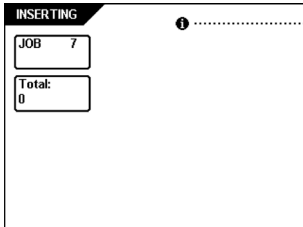
Press and hold key 1 in the "inserting" menu for job information.

Refer to the section "Display" for the operating functions.

AutoSet™

After pressing key 5 in the "main menu (1)", the "AutoSet™" menu is shown.
Before starting the AutoSet™ function (see figure below) the adjustment of the envelope feed must be made manually to obtain correct operation.
The AutoSet™ function can be used when a required job is not available within the list of jobs. The system automatically detects the required feeders, document and envelope size and it will determine the necessary fold settings.
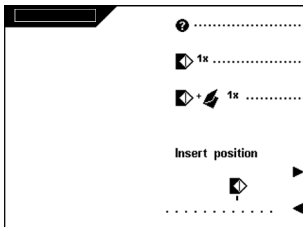
The AutoSet™ screen shows the following functions:
- get more info regarding AutoSet™.
- feed an envelope to the insert table.
- make one insert.
- set the insert position (= envelope stop position) to the right.
- set the insert position to the left.

When special feeders are present, the adjustment of the document feeders must be made manually.
Only the address position can be adjusted if needed.

The document will be folded and inserted in the envelope.

The address carrier must be put into the upper feeder.

Testset run

Press key 3 to start a testset run in the AutoSet™ screen (see figure above). The settings of the testset run will be saved. The machine prepares a job 0 which is named AutoSet™. Only the feeders that feed successfully will be selected. If needed adjust the address position. In the next screen shown the address position can be altered as follows (see figure below):
- press key 4 to adjust the address a little higher. Each key stroke brings the address up 1mm (0.04 inch) with a maximum of 12 mm (0.48 inch) higher.
- press key to 5 adjust the address a little lower. Each key stroke brings the address down 1mm (0.04 inch) with a maximum of 12 mm (0.48 inch) lower.

If the required address position is beyond the maximum range of 24 mm (0.96 inch), the AutoSet™ function can not be used. Use a programmed job instead.
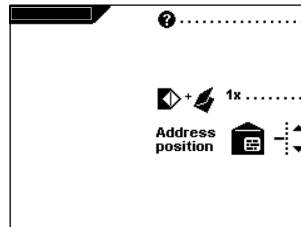
In the AutoSet™ job the following options cannot be used:
- feeder swap (the machine switches automatically to the upper feeder when the lower feeder is empty and vice versa).
- multifeed (more sheets are fed from the same hopper into the envelope),
- processing an AutoSet™ job without using envelopes (fold only).
- exit settings other than the "Stacker exit" setting.
- the daily mail function.

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- DFC settings other than for the address carrying feeder.
- the OMR function.

When an AutoSet™ job is defined successfully these settings can be stored into a job (refer to "Copy job" menu).

5. JOB PROGRAMMING

For an overview of the complete "create job" or "edit job" menu structure refer to the section "Job edit menu structure".

5.1 Job menu

After pressing key 4 in the "main menu (2)", the display shows the "job access" screen and asks for a pin code to enter (see figure below).
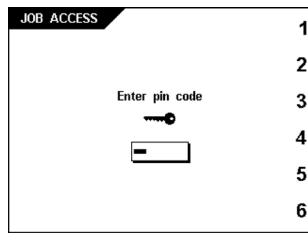
Enter the pin code with the keys 1 through 6. When a wrong pin code is entered, the cursor is set to the first number to try again.
After 3 times entering a wrong pin code the display shows the "main menu (1)" again.
When the correct pin code is entered the "job menu" is shown. The "job menu" shows the following functions (see figure below):

- Job information (ℹ).
- Create a job.
- Edit a job.
- Copy a job.
- Delete a job.
- Exit and go back to the "main menu (1)".
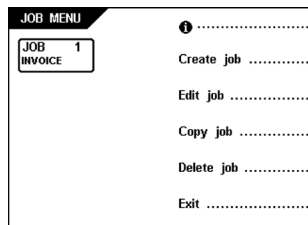
Press the escape key to get back to the previous menu.

5.2 Create job menu

After pressing key 2 in the "job menu" the "Create job" menu is shown. The display will start with the lowest free job number available. Job numbers already programmed will not be shown. The "create job" menu shows the following functions (see figure below):
- choose a higher free job number.
- choose a lower free job number.
- select the desired job number and confirm with "OK" which will get you to the "job settings" menu.
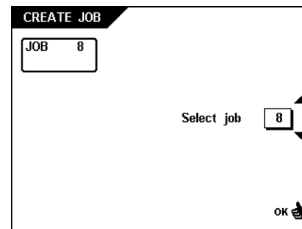
If all jobs are used the display shows "no more free jobs".
To get a free job one has to be deleted.

A new selected job number starts with default settings.

5.3 Edit job menu

After pressing key 3 in the "job menu" the "Edit job" menu is shown. The "edit job" menu shows the following functions (see figure below):

- Job information (ℹ).
- choose a higher job number to edit.
- choose a lower job number to edit.
- select the job to edit and confirm with "OK" which will get you to the "job settings" menu.
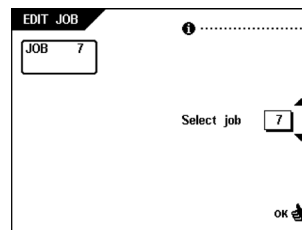
All job settings are described in the chapter "Job settings".

5.4 Copy job menu

After pressing key 4 in the "job menu" the "Copy job" menu is shown. The "copy job" menu shows the following functions (see figure below):

- Job information (🛈).
- choose a higher job number to copy from.
- choose a lower job number to copy from.
- choose a higher job number to copy to.
- choose a lower job number to copy to.
- copy the job with "OK" (key 6) which will get you to the "job menu".
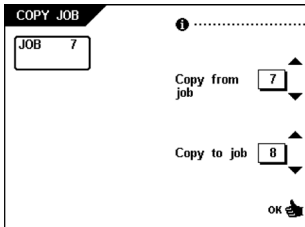
A job can only be copied to a free job.

If all jobs are programmed the display shows "No more free jobs".

It is possible to copy an AutoSet™ job into a job. Before an AutoSet™ job can be copied AutoSet™ has to be defined successfully.

5.5 Delete job menu

After pressing key 5 in the "job menu" the "Delete job" menu is shown. The "Delete job" menu shows the following functions (see figure below):

- Job information (🛈).
- select a higher job number to delete.
- select a lower job number to delete.
- delete job with "OK" which will get you to the "job menu".
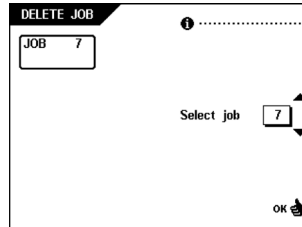
6. JOB SETTINGS

After confirmation with "OK" in the "create job" or "edit job" menu, the display shows the "job settings" menu.

To program a job use the following order of settings (see figure below):
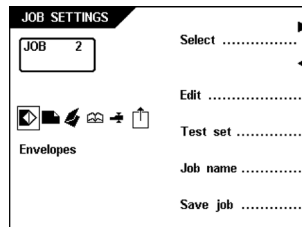
1. Envelope settings menu (◨▷)
2. Document settings menu (◼)
3. Fold settings menu (✎)
4. OMR settings menu (▱)
5. Double Sheet Control (DFC) and thickness detection settings menu (⊥)
6. Exit select menu (⬆)

Use key 1 or 2 to select a menu and key 3 to edit the selection. Use key 4 to go to the test set menu. Use key 5 to go to the job menu. Use key 6 to save a job.

6.1 Envelope settings menu

When the "envelope settings" menu is selected the following choices are available:

1. Envelope with closed flap (◁) sealed or not sealed.
2. Envelope with open flap (▷) sealed or not sealed.
3. No envelopes (✖).

Envelope with closed flap

When the "envelope with closed flap" screen is selected the following choices are available (see figure below):
- go to the envelope with open flap screen.
- increase the envelope height.
- decrease the envelope height.
- select sealing "on" or "off".
- confirm the settings by pressing "OK" which will get you back to the "job settings" menu.
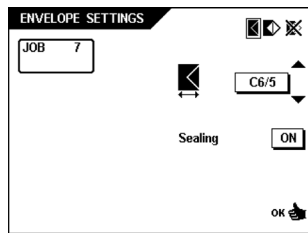
The envelope height can be set between 90 mm (3.5 inch) and 162 mm (6.38 inch). Default the envelope size is set to 114 mm (4.49 inch).

Envelope with open flap

When the "envelope with open flap" screen is selected the following choices are available (see figure below):
- go to no envelopes screen.
- increase the envelope height.
- decrease the envelope height.
- select sealing "on" or "off".
- flap height.
- confirm the settings by pressing "OK" which will get you back to the "job settings" menu.
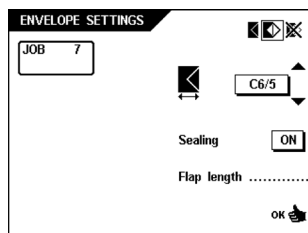
The envelope height can be set between 90 mm (3.54 inch) and 162 mm (6.38 inch). The flap height can be set between 32 mm and the envelope height minus 32 mm (1.26 inch). Default the envelope height is set to 114 mm (4.49 inch) and the envelope flap size is set to 44 mm (1.73 inch).

No envelopes

When the "no envelopes" screen is selected the following choices are available (see figure below):
- go to the envelope with closed flap screen.
- confirm the settings by pressing "OK" which will get you back to the "job settings" menu.
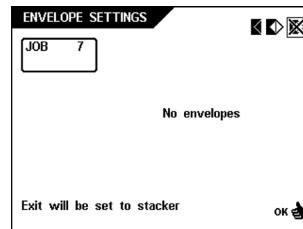
When no envelopes is selected the exit will be set to stacker.

When "no envelopes" is selected the side guides of the stacker must be adjusted according to the width of the used documents. Refer to the section "Side guides" and use a document instead of an envelope.

6.2   Document settings menu

When the "document settings" menu is selected, the following choices are available by pressing key 1:

1. set number of sheets (⌨).
2. set document size (⟷).
3. set hopper swap (⌡).
4. set daily mail "on" or "off" (⬚).

Number of sheets

When number of sheets is selected the following choices are available (see figure below):
- go to document size screen.
- select a higher feeder number (The lowermost feeder is feeder number one).

- select a lower feeder number.
- increase the number of documents of the selected feeder.
- decrease the number of documents of the selected feeder.
- confirm the settings by pressing "OK" which will get you back to the "job settings" menu.
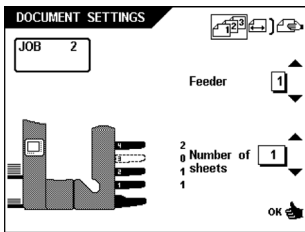
The number of sheet per feeder can be set between 0 and 25. A feeder can be deselected by setting the amount of documents to zero. When a feeder is set to daily mail the amount of documents is always 1. The maximum number of sheets per feeder is 25. When folding is used the maximum set thickness is 8 sheets (80 gr./ m2). When OMR is activated for a feeder the amount of sheets per feeder can not be set.

Document size

When document size is selected, the following choices are available (see figure below):
- go to the feeder swap screen.
- select a higher feeder number.
- select a lower feeder number.
- increase the document size of the documents in the selected feeder.
- decrease the document size of the documents in the selected feeder.
- confirm the settings by pressing "OK" which will get you back to the "job settings" menu.
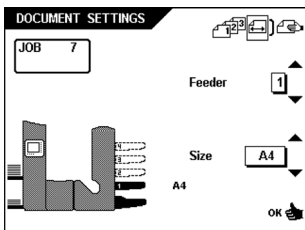
The document size can be set between 90 mm (3.54 inch) and 356 mm (14 inch) in steps of 1 mm (0.04 inch).

The default document size setting of a new job is 297 mm (11.7 inch). This is position B in the collator area.

When the document size is decreased in such a way that an earlier collator stop position can be used, a screen will be shown when the OK key or key 1 is pressed. When YES is selected, each time the job is selected the paper stoppers have to be set according to the job. When NO is selected the original stop position will be used.
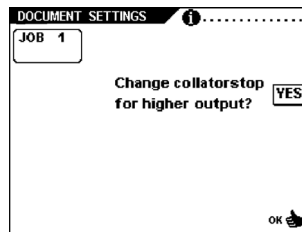
Feeder swap

When feeder swap is selected the following choices are available (see figure below):
- go to the daily mail screen or when this is not available to the "number of sheets" screen.
- select the pair of feeders which must be linked.
- select link or unlink for a pair of feeders.
- confirm the settings by pressing "OK" which will get you back to the "job settings" menu.
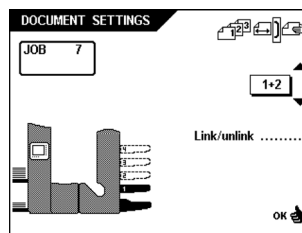
When a pair of feeders is linked, the settings of the lower feeder will be used and shown in the display.

When a feeder is selected for OMR the feeder below can not be linked to this reading feeder.

The reading feeder can be linked to a feeder above when it is not selected for selective feeding.

Daily mail

When daily mail is selected the following choices are available (see figure below):
• go to the "number of sheets" screen.
• set the daily mail function on or off.
• confirm the settings by pressing "OK" which will get you back to the "job settings" menu.
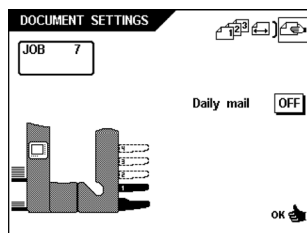
When daily mail is activated this will be shown by the ( ) icon behind the feeder.

The daily mail function is only available when OMR is not activated. When daily mail is set the links to the feeder will be deselected automatically.

When the OMR function is activated the daily mail function can not be used.

When the daily mail function is selected DFC is not available.

6.3   Fold settings menu

When the system is equipped with "third fold table" and "turning unit" the selection between "Top" or "Bottom" has to be made (see figure below). Refer to the chapter "Extended PowerFold™".
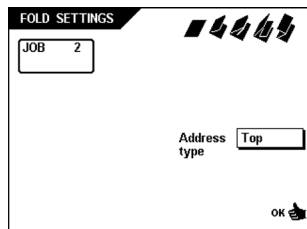
When the "fold settings" menu is selected and key 3 is pressed in the "job settings" menu the following choices are available:

1. No fold ( ).

2. Single fold ( ).

3. Letter fold ( ).

4. Double parallel fold ( ).

5. Zig-zag fold ( ).

No fold

When no fold is selected the following choices are available (see figure below):
• go to the "single fold" menu.
• select settings by pressing "OK" which will get you back to the "job settings" menu.
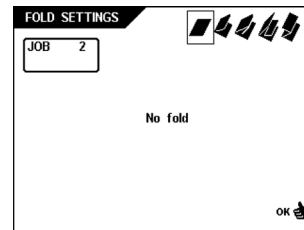
Single fold

When single fold is selected the following choices are available (see figure below):
• go to the "letter fold" menu.
• increase the fold position to the right.
• decrease the fold position to the left.
• confirm the settings by pressing "OK" which will get you back to the "job settings" menu.
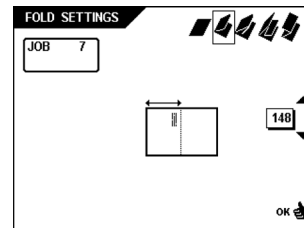
The fold length can be minimally 75 mm (2.95 inch) and maximally the length of the longest document used minus 25 mm (1.0 inch).

Letter fold

When letter fold is selected the following choices are available (see figure below):

- go to the double parallel folding menu.
- increase the position of the first fold to the right.
- decrease the position of the first fold to the left.
- increase the position of the second fold to the right.
- decrease the position of the second fold to the left.
- confirm the settings by pressing "OK" which will get you back to the "job settings" menu.
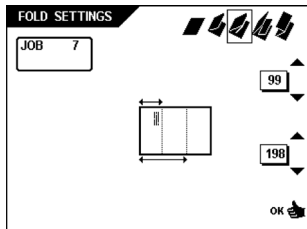
The fold length of the first fold can be minimally 75 mm (2.95 inch) and maximally the length of the longest document used minus 50 mm (2.0 inch). The fold length of the second fold can be minimally the length of the first fold plus 25 mm (1.0 inch) and maximally the length of the longest document used minus 25 mm (1.0 inch).

Double parallel fold

When double parallel fold is selected the following choices are available (see figure below):

- go to the "zig-zag" fold menu.
- increase the position of the first fold to the right.
- decrease the position of the first fold to the left.
- increase the position of the second fold to the right.
- decrease the position of the second fold to the left.
- confirm the settings by pressing "OK" which will get you back to the "job settings" menu.
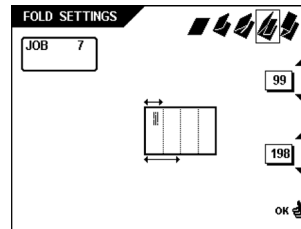
The fold length of the first fold can be minimally 75 mm (2.95 inch) and maximally the length of the longest document used minus 50 mm (2.0 inch). The fold length of the second fold can be minimally the length of the first fold plus 25 mm (1.0 inch) and maximally the length of the longest document used minus 25 mm (1.0 inch).

Zig-zag fold

When zig-zag fold is selected the following choices are available (see figure below):

- go to the "no fold" menu.
- increase the position of the first fold to the right.
- decrease the position of the first fold to the left.
- increase the position of the second fold to the right.
- decrease the position of the second fold to the left.
- confirm the settings by pressing "OK" which will get you back to the "job settings" menu.
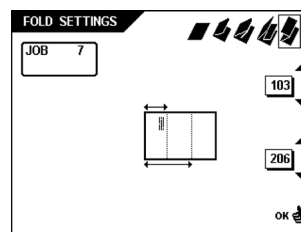
The fold length of the first fold can be minimally 75 mm (2.95 inch) and maximally the length of the longest document used minus 50 mm (2.0 inch). The fold length of the second fold can be minimally the length of the first fold plus 25 mm (1.0 inch) and maximally the length of the longest document used minus 25 mm (1.0 inch).

6.4 OMR settings menu

Refer to chapter "Optical Mark Reading".

6.5 DFC (Double Sheet Control) menu

The "DFC settings" menu shows the following functions (see figure below):

- select the required feeder and/or document set on the inserter.
- set the Double Sheet Control/thickness detection "on" or "off".
- set continue on double "on" or "off".
- set the thickness detection measurement area (only for Inserting module).
- confirm the settings by pressing "OK" which will get you back to the "job settings" menu.
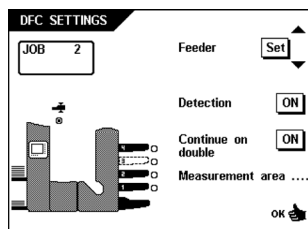
When a job is started, the first document per feeder is used for a reference measurement. When a document is exceeding that reference thickness an error will be issued. When the set thickness is not corresponding the reference value an error will be displayed.

When Daily mail is selected, the DFC will be switched off automatically.

When AutoSet™ is used only DFC can be selected for the address carrying feeder.

Thickness detection measurement area

After pressing key 5 in the "DFC settings" menu. The following choices are available (see figure below):

- set the position of the detection area earlier.
- set the position of the detection area later.
- confirm the settings by pressing "OK" which will get you back to the double document detection menu.
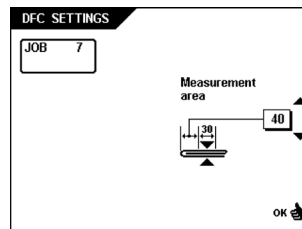
The standard position of the measurement area is sufficient for a great variety of documents. Only when using special types of documents, for example small cards, the position of the measurement area might be adjusted.

6.6 Exit select settings menu

The "Exit select settings" menu can be used for the sorting of filled envelopes at the exit of the system. The "Exit select settings" menu shows the following choices (see figure below):

- select the exit settings (swap, batching, DFC, OMR or off).
- confirm the settings with "OK" which will get you back to the job settings menu.
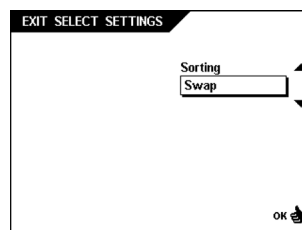
Default "swap" is selected for a new job.

When the exit select setting "DFC" is used, the first measured value after a testset run is used as reference value.

Refer to "Exit settings overview" for a complete overview of the "Exit select settings".

Exit settings overview

On the machine Exit 1 is the Stacker and Exit 2 is the Side exit.

Sorting	Symbol	Exit	
Swap		1	Inserted envelopes are stacked until the stacker is full.
		2	Inserted envelopes leave from the side exit when the stacker is full.
When a stack of envelopes is removed from the full stacker, about ten envelopes will leave from the side exit before the inserted envelopes are stacked at the stacker again.			
Batching		1	Alternate batches of inserted envelopes are stacked or leave from the side exit depending on the preset counter.
		2	
The batch counter can be set from 1 to 250 in steps of one inserted envelop per exit. Default the batch counter is set to 50.			
DFC		1	Inserted envelopes with thickness equal to or greater than the reference value are stacked.
		2	Inserted envelopes with thickness smaller than the reference value leave from the side exit.
		1	Inserted envelopes with thickness smaller than the reference value are stacked.
		2	Inserted envelopes with thickness equal to or greater than the reference value leave from the side exit.
		1	Inserted envelopes with thickness equal to or smaller than the reference value are stacked.
		2	Inserted envelopes with thickness greater than the reference value leave from the side exit.
		1	Inserted envelopes with thickness greater than the reference value are stacked.
		2	Inserted envelopes with thickness equal to or smaller than the reference value leave from the side exit.
OMR		1	Inserted envelopes are stacked according to the OMR code.
		2	Inserted envelopes leave from the side exit according to the OMR code.
Off		1	All envelopes are stacked.
		2	-
		1	-
		2	All envelopes leave from the side exit.

6.7   Test set

After pressing key 4 in the "Job settings" menu the display shows the screen as shown in the figure below. With this function it is possible to test the programmed job before saving it. The following choices are available:

• feed one envelope onto the insert table.
• make one insert.
• set the insert position to the right.
• set the insert position to the left.
• return to the job settings menu.
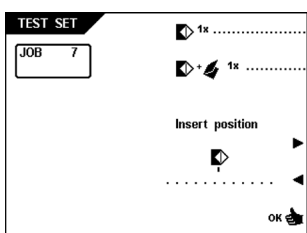
6.8   Job name menu

After pressing key 5 in the "Job settings" menu. The "Job name" menu shows the following choices:

• change the selected character (uppercase or lowercase).
• select the character position.
• insert the selected character.
• delete the selected character.
• confirm the settings by pressing "OK" which will get you back to the "job settings" menu.
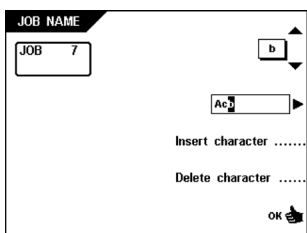
6.9   Job edit menu structure

The Job edit menu structure is shown in the figures below.

Job menu

```
JOB MENU
JOB    7        ❶ .....................
                Create job ............
                Edit job ...............
                Copy job ..............
                Delete job ............
                Exit .....................
```

Job Settings

```
JOB SETTINGS
JOB    7        Select ...............  ▶
                                       ◀
◧ ▰ 🖊 ✉ ➜ 📑  Edit ......................  ◀
Envelopes      Test set ...............
               Job name ..............
               Save job ..............
```

Envelopes

Envelope with closed flap

```
ENVELOPE SETTINGS        ◧ ▷ ▨
JOB    7
                  ◣
              ↔   C6/5     ▲
                           ▼
        Sealing        ON
                         OK 👍
```

Envelope with open flap

```
ENVELOPE SETTINGS        ◧ ▷ ▨
JOB    7
                  ◰
              ↔   C6/5     ▲
                           ▼
        Sealing        ON
        Flap length .............
                         OK 👍
```

No envelopes

```
ENVELOPE SETTINGS        ◧ ▷ ▨
JOB    7

              No envelopes


Exit will be set to stacker   OK 👍
```

Documents

Number of sheets

```
DOCUMENT SETTINGS    ◰▱◲ ◱
JOB    7
                     Feeder    1    ▲
                                    ▼
          ▣              Number of  1  ▲
          0  0  0        sheets        ▼
                    1                OK 👍
```

Document lenght

```
DOCUMENT SETTINGS    ◰▱◲ ◱
JOB    7
                     Feeder    1
                                    ▲
          ▮              Size    A4  ▼
                    A4               OK 👍
```

Hopper swap

```
DOCUMENT SETTINGS    ◰▱◲ ◱
JOB    7
                              1+2    ▲
                                     ▼
          ▣              Link/unlink ..........

                                     OK 👍
```

Daily mail

```
DOCUMENT SETTINGS    ◰▱◲ ◱
JOB    1
INVOICE
                     Daily mail   ON

          ▣                ↩

                                     OK 👍
```

Folds

No fold

```
FOLD SETTINGS    ▰ 🗎🗎🗎🗎
JOB    7


              No fold

                         OK 👍
```

Single fold

```
FOLD SETTINGS    ◼ 🗎🗎🗎
JOB    7

          ┌─────┐
          │     │      148
          └─────┘
                         OK 👍
```

Letter fold

```
FOLD SETTINGS    ◼ 🗎🗎🗎
JOB    7
                       99
          ┌─────┐
          │     │
          └─────┘       198
                         OK 👍
```

Double parallel fold

```
FOLD SETTINGS    🗎🗎🗎🗎
JOB    1
INVOICE
                       75    ▲
          ┌─────┐
          │     │            ▼
          └─────┘       142
                         OK 👍
```

Zig-zag fold

```
FOLD SETTINGS    🗎🗎🗎🗎
JOB    7
                       103   ▲
          ┌─────┐
          │     │            ▼
          └─────┘       206
                         OK 👍
```

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Reading
Select code type and feeder

```
OMR SETTINGS
JOB    7
              Read from feeder    1
              Reverse reading    YES
              Code type         OMR-2
                                         OK
```

1st mark from top

```
OMR SETTINGS
JOB    7
              1st mark        85
              from top
              Max. sheets     8
                                         OK
```

Stop on misread

```
OMR SETTINGS
JOB    7
              Stop on misread  YES
                                         OK
```

Double Sheet Detection
DFC on/off

```
DFC SETTINGS
JOB    7         Feeder          Set
                 Detection        ON
                 Continue on      ON
                 double
                 Measurement area ....
                                         OK
```

Measurement area

```
DFC SETTINGS
JOB    7
                 Measurement
                 area              40
                                         OK
```

Exit Select
Swap

```
EXIT SELECT SETTINGS
              Sorting
              Swap
                                         OK
```

Batching

```
EXIT SELECT SETTINGS
              Sorting
              Batching
       Stacker     50
       Side exit   50
                                         OK
```

DFC

```
EXIT SELECT SETTINGS
              Sorting
              DFC
       Stacker    Ok + too thick
       Side exit  Too thin
                                         OK
```

OMR

```
EXIT SELECT SETTINGS
              Sorting
              OMR
                                         OK
```

Off

```
EXIT SELECT SETTINGS
              Sorting
              Off
              Stacker
                                         OK
```

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7. OPTICAL MARK READING (OPTIONAL)

The folding and inserting machine can be equipped with Optical Mark Reading. With this option the system reads optical marks that have been specially printed on the documents. This code contains information about the processing of the documents. A set can have a varying number of sheets and according to the printed code a sheet can be selected from one or more selective feeders.

The documents with the printed reading code are placed in the feeder which has been selected as the "reading" feeder. Depending on the programmed code the other feeders can be used as selective feeders.

At first the documents (inclusive the address carrier) with the printed codes are accumulated. The selective enclosures are accumulated after the last document of a set, with a reading code, is fed.

7.1 Adjustments

Reading head position

The reading head must be placed according to the (horizontal) position of the printed marks on the documents (see figure below). To adjust the reading head, proceed as follows:
- take a document with a reading code.
- fold the document on the first mark.
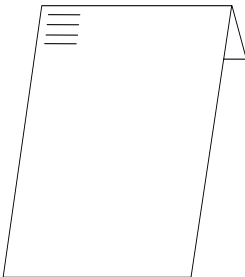
- pull the vertical transport hand grip upward to open the vertical transport (refer to "Operating controls").
- hold the document onto the ruler (see next figure). Be sure the document is positioned on the middle of the ruler.

- adjust the reading head A according to the middle of the marks.
- divide the paper guides B along the width of the document.

When the reading head is adjusted it is possible that some paper guides B have to be removed and replaced on the other side of the reading head.
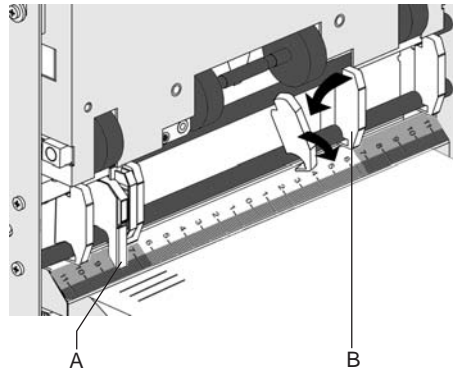
The replacement procedure is the reversal of the removal procedure.

7.2 The job info screen

When the system is equipped with OMR, the job info screen shows on which feeder OMR is activated. The OMR function is indicated by a ⌖ symbol.

The ▭ symbol indicates that the feeder is selected as a selective feeding station. The ▭ symbol indicates that the feeder is an inactive selective feeding station.

A selective feeder will be activated when the amount of documents is set to one or higher and the sheet length is set in the "document settings" menu.

7.3 The OMR settings

Via the "job settings" menu the "OMR settings" menu can be selected, the following choices are available (see figure below):
- go to the OMR position settings screen.
- select the feeder to read from (depending on the selected code type, a feeder can be selected as reading feeder). Default the code type is set to "None".

- select if reverse reading is used (refer to section "Reverse reading").
- select the required reading code.
- confirm settings by pressing "OK" which will get you back to the "job settings" menu.
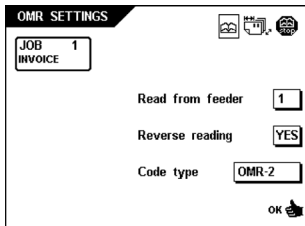
When OMR is switched on and the settings are confirmed with OK, the DFC of the inserter is automatically switched off. When required the DFC can be set to on again in the "DFC settings" menu. Also the daily mail of the upper feeder is switched off and the amount of documents is set to 1.

The highest output speed will be obtained when feeder 1 has been selected as "reading feeder".

7.4 The OMR position

In the OMR position settings screen the position of the first optical mark measured from the top of sheet can be set. Select also the maximum number of sheet.
When the OMR position is selected the following choices are available (see figure below):
- go to the "Stop on misread" position settings screen;
- select the position of the first optical mark, measured from the top of the sheet;
- select the maximum amount of sheets in the set of documents;
- confirm settings by pressing "OK" which will get you back to the "job settings" menu.
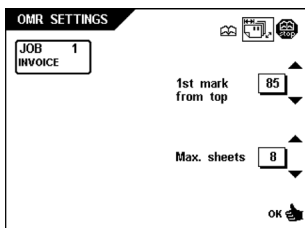
The maximum amount of sheets in a set is 25. When the documents have to be folded the maximum amount of sheets in a set is 8; this is related to the folding capacity.

When a set is exceeding the max. sheets counter the system will divert this set or part of a set immediately and error code 3:110 is generated. Reset the error and press start key to continue, the system will repeat the process until an insert or divert mark is found.
The max. sheets value is including enclosures.

7.5 The stop on OMR Fault

When the "Stop on misread" settings is selected the following choices are available (see figure below):
- go to the "select OMR" settings screen.
- select "stop on misread" "YES" or "NO" after an optical mark misread.
- confirm settings by pressing "OK" which will get you back to the "job settings" menu.
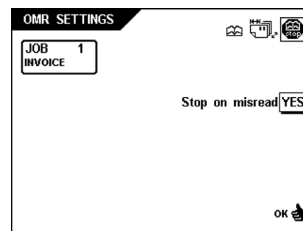
When stop on OMR misread is set to "YES", the machine stops after detecting an OMR misreading. The incorrect set is diverted. After resetting the machine, the next document set is also diverted and the system starts processing again. The diverted set(s) should be checked by the operator.

When "stop on misread" is set to "NO" the machine does not stop after detecting an OMR misreading. The incorrect set is diverted. The next set is also diverted and then the machine starts processing again. After detecting 5 OMR misreadings in a row, the system stops and an error code is generated.

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7.6   Linking of reading feeders

When two feeders are linked and used as reading feeders, you need to use sequence check for a good level of security. When this is done make sure that the feeders are (re)filled in the correct order (feeder 1 first) to prevent sequence errors.

In addition to this make sure that complete sets are loaded in every reading feeder. Should it inadvertently happen that a document set is divided between the two feeders, the system will display error (4: - 9:) 15 which means that the set is incomplete.

7.7   Removed/reselecting links

When editing a "reading" job or when switching on the reading, the system will check the configuration for links which are not possible with the selected reading code. In that case all links in this job will be removed. Necessary links have to be selected again. **It is advised to check in the document settings menu if the required links are still present.**

7.8   Feeding documents

The feeding of documents is shown in the figure below.

Fold type	Type of documents	Loading positions
no fold single fold letter fold double parallel fold	first page address OMR start reading OMR stop reading	1 2 3 Address carrier, face up and leading.
zig-zag fold	last page (duplex printed) OMR stop reading OMR start reading address	3 2 1 Address carrier, face down and trailing.

7.9   OMR code

Function

In order to handle computer printed documents fully automatically, code marks are printed on each document.

With the first four fold types (refer to section "Feeding documents"), the first sheet of a set always contains the address. In case of a zig-zag fold the address has to be printed on the last page of the set. A full length code is printed on every sheet of a set.

The code on the last sheet of the set contains the insert instruction. The other sheets carry the accumulate instruction. If a parity check is used, this is checked on each sheet. If the set contains only one sheet, it is the "last" sheet. The code must appear in the same location on every page regardless of the actual code length.

Printing quality

Criteria:
• marks should be printed in black.

• marks on the same sheet must have equal intensity.
• for matrix printers near letter quality (NLQ) printed characters are preferred to obtain maximum blackness (double strike).
• be aware of background "noise". This can be color changes on the form, background design, a logo or copy on the opposite side of the sheet that will bleed through and be read by the reading head.
• the ribbon or toner quality must be checked.
• printing must be done on the same position on every sheet.

Minimum code/basic commands

The minimum code is one mark in one line (insert). However for reliability it is advised to use at least 2 marks (see figure below). The first line is the start mark. A mark printed on the second line means insert, no mark printed means accumulate (this can be reversed on request).

— Start mark

— Insert/accumulate

8,5 mm
6,3 mm
Line 1
Line 2
Line 3
Line 4
8,5 mm
Line 5
Line 6

4,2 mm   4,2 mm
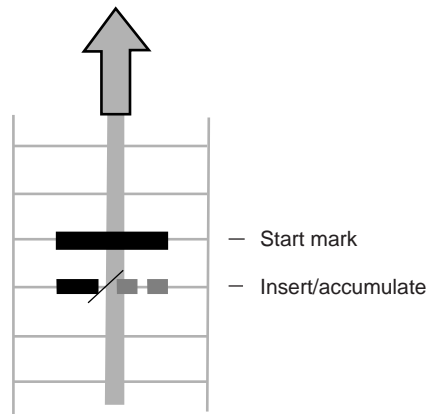
In some cases, on request of the customer, the reading of the basic commands can be set reversed by the service organisation. This means that for the insert command no mark has to be printed and for the accumulate command a mark has to be printed.

Code position and free area

The code must be printed minimally 15 mm (0.59 inch) away from top and 20 mm (0.79 inch) from the bottom of the sheet. Default the first mark from the top is set to 100 mm (3.9 inch). From the left hand and right hand side 7 mm (0.28 inch) must be kept clear. The code must appear in the same location and have a consistent number of marks on every page.

Note: for each additional mark one additional line is necessary.

Length

Above the first mark and below the last mark a space of 8,5 mm (0.33 inch) must be kept without printing (see figure below). This means that the minimum code area consists of 6 lines, 2 lines to print the (basic) and 4 lines free space. Line distance may be 2,54 mm (0.1 inch) to 6,35 mm (0.4 inch).
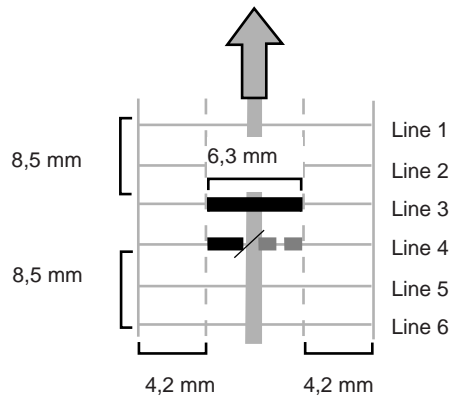
Code width, character space and pitch

The minimum width of the code area is 7 character spaces. From left to right: first 2 characters space unprinted (5 mm; 0.20 inch), then the track mark (3 characters or 6,3 mm; 0.4 inch) and finally 2 character spaces unprinted. Pitch 10 or 12 is accepted. The track mark can be printed by using the "underline" sign (__), which must have a thickness of at least 0,2 mm.

Additional marks

When it is necessary to control more functions in the inserter system, the use of more marks is needed than there are in the minimum code. The following additional functions are possible via software options (see figure below):
- Divert & continue mark.
- Divert & stop mark.
- 1 mark: selective feed from station 1.
- 1 mark: selective feed from station 2.
- 1 mark: selective feed from station 3.
- 1 mark: selective feed from station 4.
- 1 mark: selective feed from station 5.
- 1 mark: selective feed from station 6.
- Exit control mark.
- Present on deck & continue mark.
- Present on deck & stop mark.
- Sealing control mark.
- 1, 2 or 3 marks: sequence check 4, 2 and 1.
- 1 mark: parity check (even).
- 1 mark: safety mark.

	Start mark
	Insert/accumulate
	Divert & continue
	Divert & stop
	Selective feed 1
	Selective feed 2
	Selective feed 3
	Selective feed 4
	Selective feed 5
	Selective feed 6
	Exit control
	Present on deck & continue
	Present on deck & stop
	Sealing control
	Sequence check 4
	Sequence check 2
	Sequence check 1
	Parity (even parity)
	Safety mark
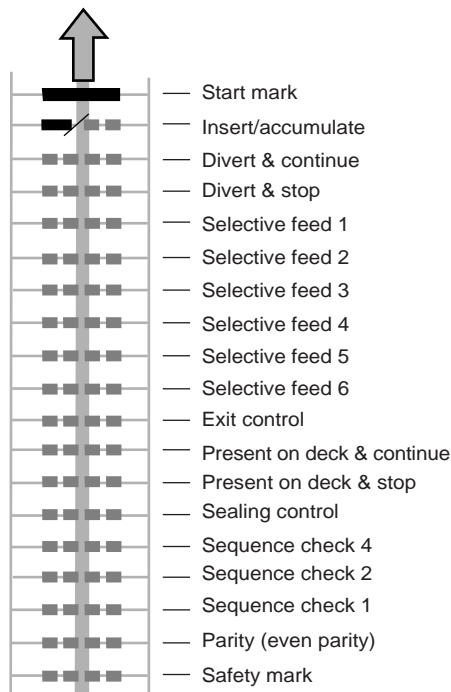
Criteria:

- the marks chosen are always used in the above sequence.
- if a function is suppressed the following function will move upwards one line,
- the chosen code is used on all material which will be processed by the Optical Mark Reading,
- the length of the code with it's mark definition is a service setting.

Divert & continue

When the "divert & continue" mark is printed, special sets will be sorted and diverted. The system does not stop processing. Divert & continue is only executed together with accumulate.

Divert & stop

When the "divert & stop" mark is printed also special sets will be sorted and diverted, however in this case the system will stop. Divert & stop is only executed together with accumulate.

Selective feed mark

The machine will selectively feed on enclosure when commanded so.

Exit control

When the "exit control" mark is printed, sets will be sorted and leave the machine from the side exit. When no "exit control" mark is printed sets will be sent to the stacker.

Present on deck & continue

When the "present on deck & continue" mark is printed, sets will be sorted and leave from the upper unit. The system does not stop processing.

The envelopes will not be moistened.

Present on deck & stop

When the "present on deck & stop" mark is printed special sets will be sorted and leave from the upper unit. However in this case the system will stop.

The envelopes will not be moistened.

Sealing control

When the "sealing control" mark is printed, sets will not be sealed. When no "sealing control" mark is printed, sets will be sealed.

Sequence check

Sheets in a stack can accidentally get out of sequence or can be missing. This can be detected by the machine each sheet has a number that forms part of the reading code. These are the available possibilities:

- pages are numbered 1-2-1-2-1-etc. This requires one additional sequence mark.
- pages are numbered 1-2-3-4-1-2-3-4-1-2-etc (see figure below). This requires two additional sequence marks.

- pages are numbered 1-2-3-4-5-6-7-8-1-2-3- etc. This requires three additional sequence marks.
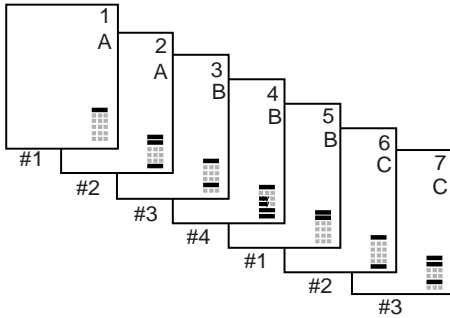
Pages numbered 1-2-1-2-1-etc., one sequence mark used (first sequence check position)

sheet 1: no mark printed sequence check 1

sheet 2: a mark printed sequence 1

sheet 3: no mark printed sequence check 1
etc.

Pages numbered 1-2-3-4-1-2-etc., two marks used (first and second sequence check position)

sheet 1: no mark printed sequence check 2
          no mark printed sequence check 1
sheet 2: no mark printed sequence check 2
          a mark printed sequence check 1
sheet 3: a mark printed sequence check 2
          no mark printed sequence check 1
sheet 4: a mark printed sequence check 2
          a mark printed sequence check 1
etc.

Pages numbered 1-2-3-4-5-6-7-8-1-2-etc., three marks used (first, second and third sequence check position)

sheet 1: no mark printed sequence check 4
          no mark printed sequence check 2
          no mark printed sequence check 1
sheet 2: no mark printed sequence check 4
          no mark printed sequence check 2
          a mark printed sequence check 1
sheet 3: no mark printed sequence check 4
          a mark printed sequence check 2
          no mark printed sequence check 1

sheet 4: no mark printed sequence check 4
          a mark printed sequence check 2
          a mark printed sequence check 1
sheet 5: a mark printed sequence check 4
          no mark printed sequence check 2
          no mark printed sequence check 1
sheet 6: a mark printed sequence check 4
          no mark printed sequence check 2
          a mark printed sequence check 1
sheet 7: a mark printed sequence check 4
          a mark printed sequence check 2
          no mark printed sequence check 1
sheet 8: a mark printed sequence check 4
          a mark printed sequence check 2
          a mark printed sequence check 1
etc.

Parity mark

By adding a parity mark the reading code can be checked. When the OMR-2 code is used the sum of the marks has to be even.

Safety mark

The safety mark is used as an extra security. With skewed paper the reading head can miss part of the reading code (see figure below). In these situations the safety mark is not read, and the system will give an error. The safety mark also indicates the end of the reading code. This mark always has to be printed on the document if it has been activated.

Programming the code

The information on the last sheet of a set is used for further processing the set. The following print instruction can be set.

```
Is it the last
sheet of a      no
set?                    ────────►  Accumulate
                                   Print the start mark, leave the second mark blank
  yes                              (print nothing if 1 mark code is set).
   │                               If used, print sequence mark(s).
   │                               If used, print parity check mark,
   │                               so that the total amount of marks is even.
   ▼                               If used, print a safety mark.

Set must be    no    Divert with           Divert, no selective feed
inserted?   ───────  selective feed?       Print the start and divert & continue or divert & stop mark.
                      yes      no           If used, print sequence mark(s).
  yes                  │        │           If used, print parity check mark,
   │                   │        └──────►    so that the total amount of marks is even.
   │                   │                    If used, print a safety mark.
   │                   │
   │                   └──────────────►     Divert, with selective feed
   │                                        Print the start and divert & continue or divert & stop mark.
   │                                        Print marks for selective feeding
   │                                        If used, print sequence mark(s).
   │                                        If used, print parity check mark,
   │                                        so that the total amount of marks is even.
   │                                        If used, print a safety mark.
   ▼
Selective    no    Present on       no      Insert, no selective feed
feed?     ───────  deck?         ───────►    Print the start and insert mark.
                                             If used, print sequence mark(s).
  yes               yes                      If used, print exit control mark.
   │                 │                       If used, print sealing control mark.
   │                 │                       If used, print parity check mark,
   │                 │                       so that the total amount of marks is even.
   │                 │                       If used, print a safety mark.
   │                 │
   │                 └──────────────►        Insert, no selective feed
   │                                         Print the start and present on deck & continue or present on deck & stop mark.
   │                                         If used, print sequence mark(s).
   │                                         If used, print exit control mark.
   │                                         If used, print sealing control mark.
   │                                         If used, print parity check mark,
   │                                         so that the total amount of marks is even.
   │                                         If used, print a safety mark.
   │
   │               Present on       no       Insert, with selective feed
   └───────────►   deck?         ───────►    Print the start and insert mark.
                                             If used, print sequence mark(s).
                    yes                      If used, print exit control mark.
                     │                       If used, print sealing control mark.
                     │                       If used, print parity check mark,
                     │                       so that the total amount of marks is even.
                     │                       If used, print a safety mark.
                     │
                     └──────────────►        Insert, with selective feed
                                             Print the start and present on deck & continue or present on deck & stop mark.
                                             If used, print sequence mark(s).
                                             If used, print exit control mark.
                                             If used, print sealing control mark.
                                             If used, print parity check mark,
                                             so that the total amount of marks is even.
                                             If used, print a safety mark.
```
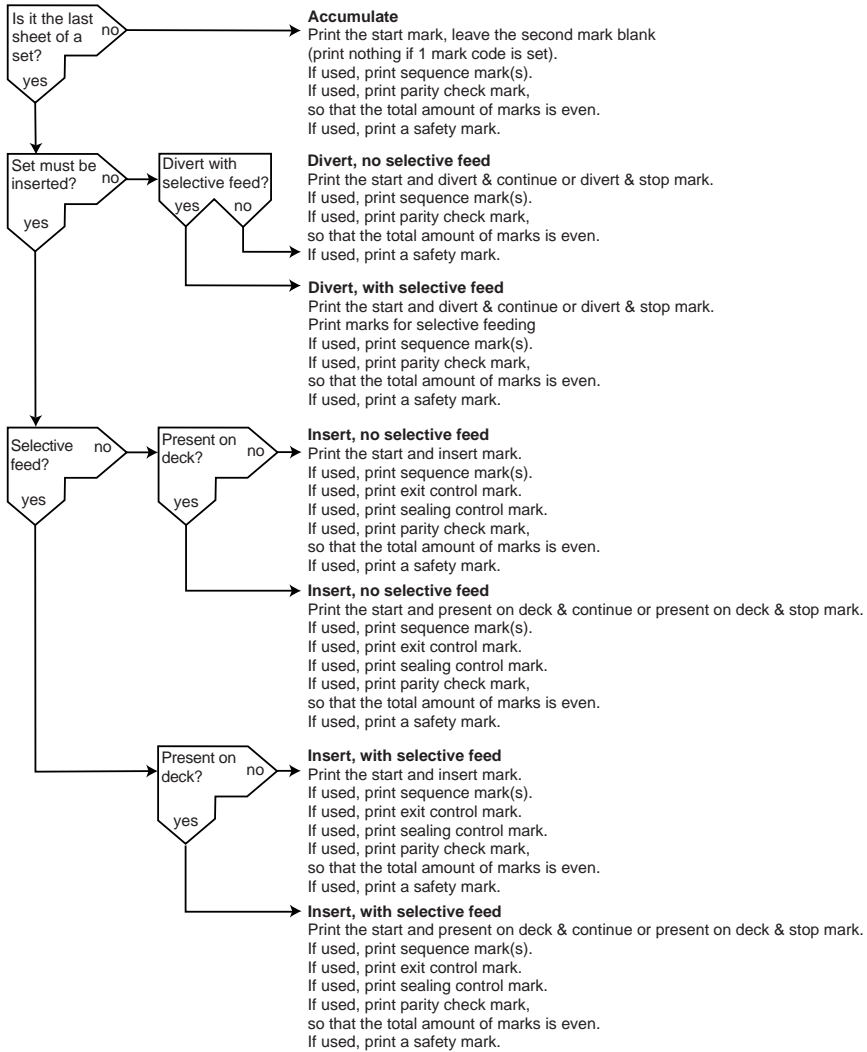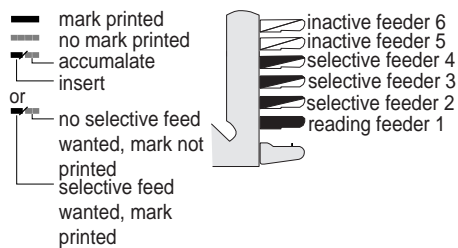
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Reverse reading (optional)

Optional reverse reading is available. Reverse reading means that the insert mark is on the first page of the set. The system will detect the end of a set by detecting the first page of the next set. Because of the feeding and collating principal reverse reading has the following limitations:

- the last mark of the code should be printed maximally 85 mm from the top.
- enclosures and selective enclosures cannot be handled.

Examples of OMR code

The legend for the following example is shown. In this example feeder station 1 is the reading feeder. The feeder stations 2 and 3 are selected for selective feeding.

mark printed
no mark printed
accumalate
insert
or
no selective feed wanted, mark not printed
selective feed wanted, mark printed

inactive feeder 6
inactive feeder 5
selective feeder 4
selective feeder 3
selective feeder 2
reading feeder 1

A set of 8 sheets with two selective feeds (station 2 and 1) and three sequence check marks is shown. The first position is used for the start mark which must be printed on every sheet. The second mark position is used for the insert/ accumulate command. The mark is printed on the last sheet of the set (inserting is required). Position 3 and 4 are reserved for selective feeding from station 2 and 1. Print a mark on position 3 when a selective feed from station 2 is required. Print a mark on position 4 when a selective feed from station 1 is required. Position 5, 6 and 7 are used for the sequence check marks.

Sheet 1 Sheet 2 Sheet 3 Sheet 4 Sheet 5 Sheet 6 Sheet 7 Sheet 8
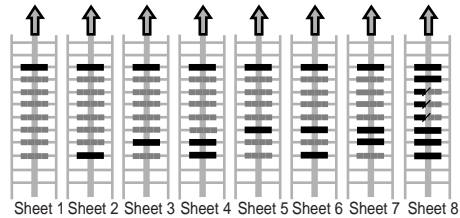
## 8.   EXTENDED POWERFOLD™

8.1   General

When the system is equipped with the optional "third fold table" and "turning unit", bottom address applications and short folds are possible.
When bottom address applications are used the possible fold settings are "No fold", "Single fold" and "Zig-zag fold". In case the "No fold" setting is used in the bottom address setting, the folding and inserting is performed the same as when top address is selected.

8.2   Fold settings menu

After selecting the fold settings menu the selection between "Top" or "Bottom" has to be made (see figure below).
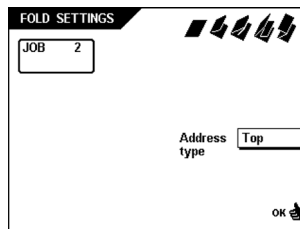
8.3   Top addressing

When "Top" address is selected shorter address folds can be adjusted (except for the Zig-Zag fold). The minimum address fold length is 25 mm. When the address fold is shorter than 75 mm the number of folded documents is limited to 6 (in case of double parallel fold it is limited to 3).

When the address fold is longer than the rest fold, the maximum number of pages per set can be 5 pages (80 gr/m2) (depending on test). The maximum set height in the second fold table when the turning function is used is 5.1 inch (130mm).

Refer to the section "Job settings", "Fold settings menu" for the standard available fold settings.

8.4　　Bottom addressing

When the "Bottom" addressing fold settings are selected the following choices are available for Bottom addressing (see figure below):
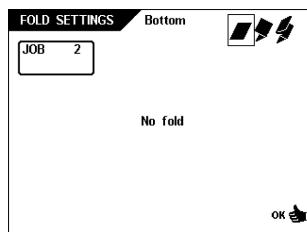
- No fold (▰).

- Single fold bottom (⬆).

- Zig-zag fold bottom (⬆).
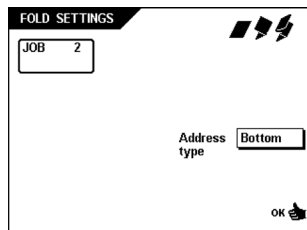
No fold

When "No fold" is selected the following choices are available (see figure below):
- go to the "single fold bottom" menu.
- select settings by pressing "OK" which will get you back to the "job settings" menu.

The escape key can be used to exit a menu without saving any settings. "No fold" can not be used when the document is longer than the envelope height minus .24 inch (6 mm).

Single fold bottom

When "Single fold bottom" is selected the following choices are available (see figure below):
- go to the "Zig-zag fold bottom" menu.
- move the fold position to the right.
- move the fold position to the left.
- confirm the settings by pressing "OK" which will get you back to the "job settings" menu.
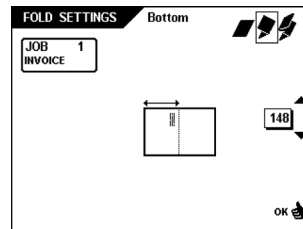
"Single fold bottom" can not be used when:
- the folded document is longer than the envelope height minus .24 inch (6mm).
- the folded document used is shorter than 3.9 inch (100mm).

For this application the first fold table is used for folding. The turning unit in the second fold table is used for turning over the document. The document will be inserted with the open end leading. The number of documents in the set is limited to 5 and less than 5 when the address length is shorter than the rest length of the folded document. Default the addressing fold is set to the envelope height minus .24 inch (6 mm).

Zig-zag fold bottom

When "Zig-Zag fold bottom" is selected the following choices are available (see figure below):
- go to the "No fold bottom" menu.
- move the position of the first fold to the right.
- move the position of the first fold to the left.
- move the position of the second fold to the right.
- move the position of the second fold to the left.
- confirm the settings by pressing "OK" which will get you back to the "job settings" menu.
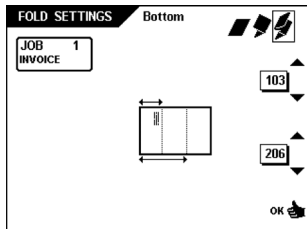
"Zig-Zag fold bottom" can not be used when the document used is shorter than 4.9 inch (125 mm). Default the first addressing fold is set to the envelope height minus .24 inch (6 mm). The second addressing fold is set to the longest document used, minus the envelope height minus .24 inch (6 mm).

8.5 Feeding documents

The feeding of documents is shown in the figure below.

	one document	hopper swap	two documents	document + enclosure
no fold				
single fold				
zig-zag fold				
	Address carrier in top feeder. Face up and trailing.	Address carrier in top linked pair feeders. Face up and trailing.	Address carrier in top feeder. Face up and trailing.	Address carrier in top feeder. Face up and trailing.
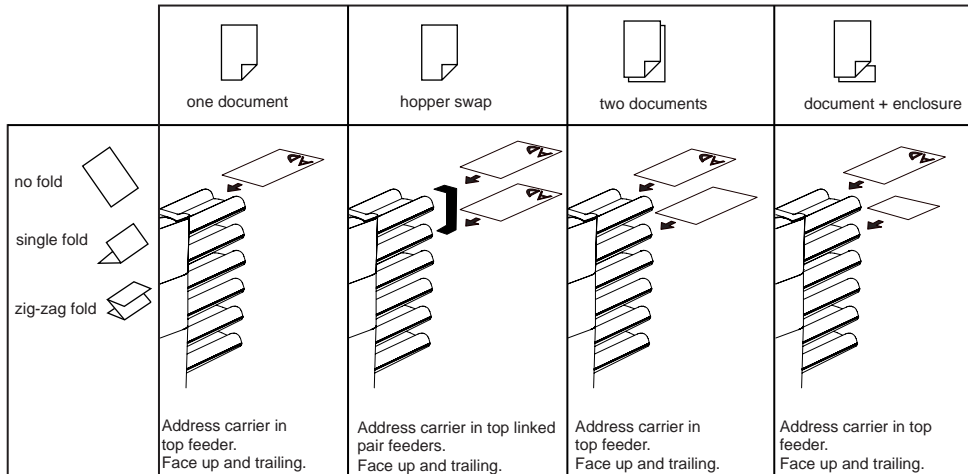
9. MAXIFEEDER

9.1 Function

The MaxiFeeder is intended to be used for Business Reply Envelopes (BRE), but also "standard" documents can be processed with it. The MaxiFeeder ensures a higher document capacity and thus a higher productivity.

9.2 Preparations

The MaxiFeeder should be installed at the position of feeder station 1.
It can be placed into position in the same way as the other document hoppers (see figure below).
Proceed as follows:
• lift the paper feed rollers with the front edge of the MaxiFeeder.
• move the MaxiFeeder forward until it hooks behind the frame axle.
• connect the connector A to the socket B.

A   B
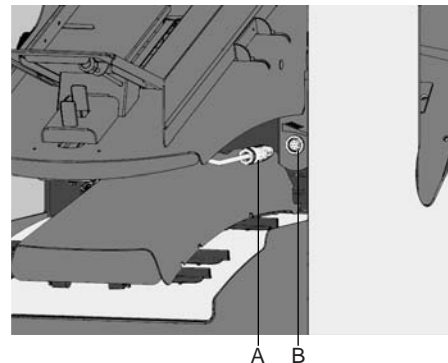
As the MaxiFeeder is auto-detected by the system when it is switched on, it is very easy to switch over from the standard document hopper to the MaxiFeeder and vice versa.

Note: To allow easier hooking on of the MaxiFeeder it is advised to put the feeding plate in the rear position (see section "Separation").

To make use of a MaxiFeeder it is not necessary to (re-)program the jobs. The MaxiFeeder is auto-detected by the system.

9.3 Adjustments

When the MaxiFeeder is used at an automatic separation feeder, the separation is set automatically.

Separation

When the MaxiFeeder is used at a manual separation feeder it might be useful, before adjusting the separation, to remove the document hopper of the second feeder to obtain easier access.

To adjust, proceed as follows (see figure below):

- squeeze the two blue handles A and B and shift the feeding plate D as far as possible to the front.
- push knob C forward until it clicks.
- place a document/BRE on the document feed tray and slide it about 2.4 inch (60 mm) into the machine. Turn knob C counter clockwise if the separation is set to narrow.
- push the document/BRE between the rollers.
- turn knob C clockwise to get more resistance or counter clockwise to lower the resistance.
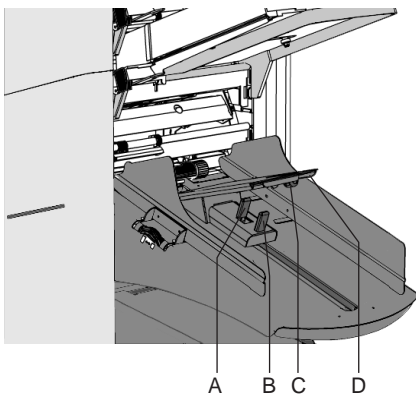
The separation is adjusted correctly when a slight resistance is felt on the document /BRE. Pull knob C back again when ready.

Side guides

To adjust the side guides proceed as follows:

- take a stack of documents/BRE's and place them in the feeder tray. BRE's with flap down and leading.

- adjust the side guides by turning the thumbwheel A (see figure below) to provide enough space to move freely. Too much play causes skewing.
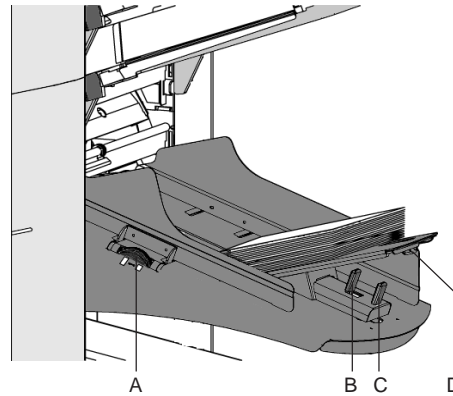
Filling the MaxiFeeder

To fill the MaxiFeeder proceed as follows (see figure above):

- squeeze the two blue handles B and C.
- shift the feeding plate D to the rear position.
- fan the documents and place them in the feeder tray. BRE's with flap down and leading.

The feeding plate assembly will be shifted up automatically (when the system starts processing) until documents/BRE's are underneath the rubber paper pullers.

Note: when filling the MaxiFeeder be sure that the document/BRE's are positioned parallel in relation to the feed plate to ensure correct feeding.

Note: when longer documents are used, plate D can be extended by pulling out the adjustable feed plate extension.

10. FAULT FINDING

10.1 General

In the system the following error types are possible:

- paperflow errors.
- reading errors (when the system is equipped with Optical Mark Reading).
- double document detection errors.

- technical errors.

If an error occurs the display shows a screen with an error description and a suggested solution.

When a paperflow error occurs the following functions are available:

- show more information.
- reset the error after solving the problem (the error screen will disappear).

The black arrow or a black feeder indicates where the problem occurs.

When a reading or double feed control error occurs, the document stops in the collator area. **The operator must remove the document(s) from the collator area and must complete the set manually!**

When there is a technical problem the display shows a message. The error cannot be solved by operating personnel and assistance of the service support is needed.

First write down the error code, then switch the inserter off and on again, to verify system operation. When the error still occurs contact your service organization.

10.2 Clearing stoppages

For clearing stoppages the four sections of the system can be opened (A, B, C and D) (see figure below).
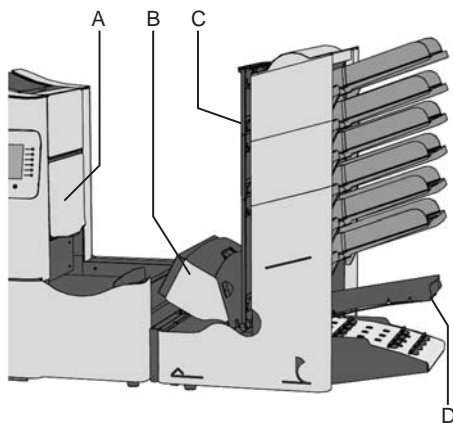
Lower envelope track

When a stoppage occurs in the lower envelope track, remove the envelopes as follows (see figure below):

- open the side cover A.
- pull the blue handle B down and remove the envelope(s) from the lower envelope track.
- close the side cover.
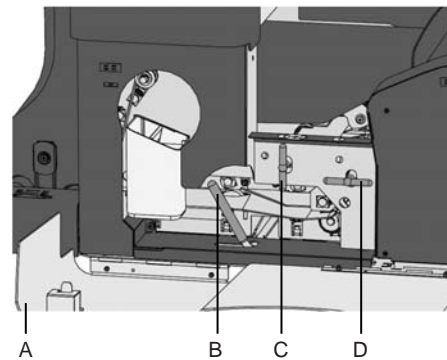
Reset the error after solving the problem with key 6.

If needed, envelopes and documents can be transported manually to the insert table or lower envelope track by means of handle D (see figure above). To transport a inserted document manually turn handle C.

PowerFold™

When a stoppage occurs in the PowerFold™, remove the documents from the PowerFold™ as follows (refer to "Operating controls"):

- push the lower end of the locking handle to open the PowerFold™ cover.
- remove the documents from the PowerFold™.
- close the PowerFold™ cover.

Reset the error after solving the problem with key 6.

FlexFeed™

When a stoppage occurs in the FlexFeed™, remove the documents from the FlexFeed™ as follows (refer to "Operating controls"):

- pull the hand grip upward to open the vertical transport cover.

- remove the documents.
- close the vertical transport cover.

Reset the error after solving the problem with key 6.

Collating area

When a stoppage occurs in the collating area, remove the documents from the collating area as follows (refer to "Operating controls"):

- lift and hold the collator arm.
- remove the documents.
- lower the collator arm.

Reset the error after solving the problem with key 6.

10.3　Operator troubleshooting

Symptom	Possible cause	Remedy	Section
The machine cannot be started after switching on.	Machine not connected to mains.	Connect the machine to the mains.	-
	Fuse is blown.	Replace fuse below power switch.	-
	A cover is opened.	Close the covers	-
Machine stops with envelope at insert position (flap not open).	Envelopes stacked reversed in the hopper.	Check envelope feed adjustments. Place envelopes correctly in hopper.	Adjustments for envelope feeding.
	Envelope flap sticks.	Store envelopes according to specifications.	Specifications.
	Wrong envelope type used (not according specifications or job settings).	Change envelopes according to specifications.	Specifications.
Envelopes are double fed.	Envelope separation not correctly adjusted.	Check separation settings, adjust if needed.	Adjustments for envelope feeding.
	Envelopes not placed properly in the hopper.	Check and replace if needed.	Adjustments for envelope feeding.
Envelope stop skewed.	Side guides of the envelope hopper are set too wide.	Check side guides and adjust if needed.	Adjustments for envelope feeding.
Envelopes are fed irregularly.	Hopper almost empty.	Refill hopper.	Adjustments for envelope feeding.
	Separation set too narrow.	Check separation settings, adjust if needed.	Adjustments for envelope feeding.
	Side guides set too narrow.	Check side guides and adjust if needed.	Adjustments for envelope feeding.
	Envelope support not positioned correctly.	Reposition the envelope support.	Adjustments for envelope feeding.
Flap is wrinkled and sometimes not opened.	Envelope not within specifications.	Check specifications and change envelopes if needed.	Specifications.

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Symptom	Possible cause	Remedy	Section
	Flap sticks.	Store envelopes according to specifications.	Specifications.
	Flap curled.	Envelopes stored or manufactured improperly.	Specifications.
	Separation set too narrow.	Check separation settings, adjust if needed.	Adjustments for envelope feeding.
Fingers are placed on top of the envelope.	Fingers adjusted too deep into the envelope.	Check fingers position, adjust if needed.	Adjustments for envelope feeding.
	Envelope stops too early.	Check envelope stop position, adjust if needed.	Adjustments for envelope feeding.
Machine stops while inserting (stoppage at the inserting point).	Fingers not correctly adjusted.	Check fingers position, adjust if needed.	Adjustments for envelope feeding.
	Inserted document too long for used envelope.	Check fold settings.	Fold settings menu.
	Envelope throat incorrect.	Check envelope specifications.	Specifications.
	Envelope glued inside.	Eliminate faulty envelopes.	Adjustments for envelope feeding.
	Window not glued properly.	Eliminate faulty envelopes.	Adjustments for envelope feeding.
Flap not sufficiently moistened.	Water level low.	Check water level, refill if needed.	Moistening the brushes.
	Brushes dry.	Check brushes, replace if needed by the extra soaked set.	Moistening the brushes or Maintenance.
	Brushes dirty.	Check brushes, clean if needed.	Maintenance.
	Moistening felt dry.	Check the moistening felt, refill water tray if needed.	Moistening the brushes.
	Moistening felt dirty.	Check the moistening felt, clean if needed.	Maintenance.
	Moistening brushes inactive.	Activate the moistening brushes.	Envelope sealing.

Symptom	Possible cause	Remedy	Section
Envelope not always transported from the insert position.	Inserted document too big.	Check fold settings, adjust if needed.	Fold settings menu.
	Document not inserted deep enough.	Check adjustment of envelope stop position and fingers.	Envelope insert position.
No document fed.	Feeder empty.	Refill feeder.	Filling the document hopper.
	Separation set too wide.	Adjust the separation.	Document separation.
	Side guides set too narrow.	Adjust the side guides.	Side guides.
Skewed documents fed.	Side guides set too wide.	Adjust side guides.	Side guides.
Double documents fed.	Separation set too wide.	Adjust the separation.	Document separation.
Documents stoppage at collating area.	Stopper position set incorrect.	Adjust stopper position.	Adjustment of the document stoppers.

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10.4 Error codes

⚠ error description	☛ suggested solution	ⓘ information	Error code
To many sheets in set.	Remove the documents and complete the set manually.	Set size exceeded.	3 : 110
Reading error.	Remove the documents and complete the diverted set manually. Occurs when the reading feeder is empty, the set is not finished and the clear key is pressed. After the set is diverted this error is given.	Incomplete set.	3 : 111
Reading error.	Remove the documents and adjust the 1st mark from the top position correctly.	Wrong window position.	3 : 112
Reading stop.	Remove the documents and complete the diverted set manually.	Stop mark read.	3 : 113
Reading error.	Note: reverse reading is used. Remove the diverted documents and complete the set manually. Press reset to remove the error message and press "start" to resume operation.	Unexpected accumulate mark read.	3 : 115
Reading error.	Remove the documents and adjust the reading head. Adjust the1st mark from the top position correctly. When the error still occurs, contact your service organization.	Not enough marks.	3 : 120
Reading error.	Remove the documents and check the used OMR code.	Mulitple basic command.	3 : 121
Reading error.	Remove the documents and check the used OMR code (flex-dongle).	No commands in code	3 : 122

Service assistance is needed for the error codes with the message "technical failure". First write down the error code, than switch the inserter off and on again, to verify system operation. When the error still occurs contact your service organization.

⚠ error description	☛ suggested solution	ⓘ information	Error code
Reading stop.	Remove the documents, check the matched number and replace the set in the feeder or complete the set manually.	Unmatched set	3 : 123
Reading error.	Remove the documents. Check the set and the used OMR code. Replace the set in the feeder or complete the set manually.	Sequence error.	3 : 124
Reading error.	Remove the documents, check the matched number and replace the set in the feeder or complete the set manually.	Wrong set sequence.	3 : 125
Reading error.	Remove the documents and check the used OMR code. Adjust the reading head.	Wrong parity in code.	3 : 126
Reading error.	Remove the documents and check the used OMR code (flex-dongle).	Undefined mark found	3 : 127
Reading error.	Remove the documents and check the used OMR code (mark line distance).	Wrong mark distance.	3 : 128
Reading error.	Remove the documents and check the used OMR code (flex-dongle).	Wrong numbers of marks	3 : 129
Reading error.	Remove the documents. Check the set and complete the set manually.	Wrong window position.	3 : 132
Too many sheets.	Remove the documents. Check the set and complete the set manually.	Set size exceeded.	3 : 134
Incomplete set.	Remove the documents. Check the set and complete the set manually.	Part of previous set.	3 : 135

Service assistance is needed for the error codes with the message "technical failure". First write down the error code, than switch the inserter off and on again, to verify system operation. When the error still occurs contact your service organization.

⚠ error description	🖝 suggested solution	ℹ information	Error code
Incomplete set.	Reload the remainder of the set into the reading feeder. Press "reset" to remove the error message and press "start" to resume operation.	Empty feeder.	4 - 9 : 15

Service assistance is needed for the error codes with the message "technical failure". First write down the error code, than switch the inserter off and on again, to verify system operation. When the error still occurs contact your service organization.

11. MAINTENANCE

11.1 Servicing

Disconnect the mains supply before performing any maintenance.

The user must not attempt to service the appliance beyond that described in this operator manual. All other servicing must be carried out by qualified service personnel only. Please contact your authorized distributor.

11.2 General cleaning

The system must be kept in proper condition by regularly removing dust, paper remains, etc. Clean the sealing table and rubber rollers when dirty. This can be done by using a slightly wetted cloth soaked in warm water.

11.3 Cleaning the brushes

Clean the brushes when dirty or saturated with glue. An extra set of brushes is provided. The best procedure is to always soak one set of brushes and use the other set. In that way there is always a clean set of brushes ready for usage.

To replace the brushes the upper unit must be lifted (refer to "Operating controls). The brushes can be removed one by one by pulling them straight off the brush holder. When replacing the brushes, align the studs on each brush with the respective holes in the brush holder.

It is also possible to remove the brush holder completely. Pull the tongue down and the brush holder out of the upper unit. To replace the brush holder, slide the tongue on the holder into the upper unit and press downwards and inwards to click in.

The brushes should be cleaned once a week.

11.4 Cleaning the moistening felt

Clean the moistening felt and water tray when dirty or saturated with glue. To remove the water tray the side cover must be opened (refer to "Operating controls"). Then pull the locking handle of the upper unit and lift the upper unit. Pull out the water tray and clean it under running water. Replace the water tray, lower the upper unit until it clicks and close the side cover.

11.5 Cleaning the fold rollers

To clean the fold rollers in the PowerFold™ open the PowerFold™ cover (refer to "Operating controls").
Clean the fold rollers in the PowerFold™ regularly with a dry duster or a cleaner (don't use chemical products!).

12. OPTIONS

The following functions are optional and can be set or fitted by the service organisation.

Optical Mark Reading (OMR)

The system can be equipped with optical mark reading. With this reading the system reads optical marks that have been specially printed on the documents. This code contains information about the processing of the documents.

Extended PowerFold™

An extended PowerFold™ is available (factory fitted) to extend the range of applications. With this extended PowerFold™ bottom address and short fold applications are possible.

MaxiFeeder MF-1

The system can be equipped with a MaxiFeeder on feeding station 1. This MaxiFeeder is a high capacity feeder and can contain up to 1200 sheets 20# 8 1/2 x 11".

Envelope support

Depending on the quality of the paper, the conditions during storage, etc. envelopes can be curved. This can cause smaller envelopes to skew while being processed.

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A special support is available to allow curved envelopes to be processed correctly. It can be used for envelopes with a height up to 114 mm (4.49 inch).
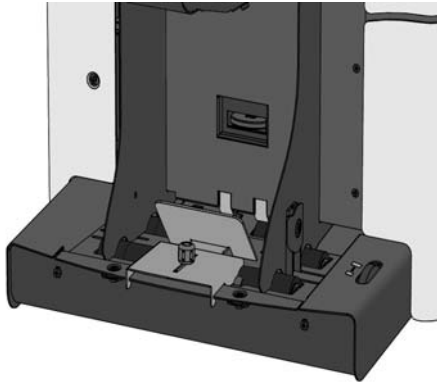
Power Stacker Support

Depending on the inserted type and amount of document(s) set(s), the filled envelopes may stack fan-shaped when the stacker is used as exit device. To prevent this, an optional power stacker support can be used in order to stack the envelopes correctly.
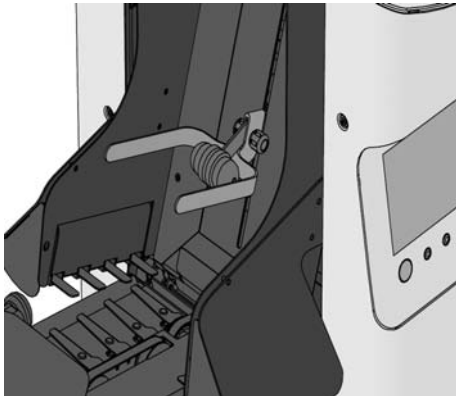
13. SPECIFICATIONS

This operator manual refers to machines as from machine number 04 DL 5001 or higher.

Envelope and insert specifications

Maximum insert specifications are based on single sheets.
When multiples are handled, more room inside
the envelope is needed
depending on application.

43 mm / 1.7"

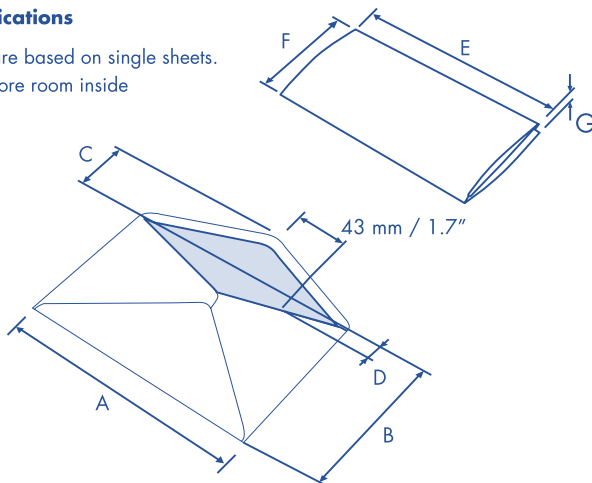|		A	B	C	D	E	F	G
minimum size	mm	160	90	32	10	130	80	60 g/m^2
	inches	6.3	3.5	1.25	0.4	5.1	3.15	60 g/m^2
maximum size	mm	248	162	B - 32	-	A - 12**	B - 6	2.5*
	inches	9.75	6.38	B - 1.25	-	A - 0.5**	B - 0.2	0.1

*   Booklets up to approximately 2 mm (0.08 inch) thickness, depending on stiffness.
**   When insert is more than 1 mm thickness: A-15 mm/A-0.6 inch.

Remarks
• The specification of the paper handling equipment is often wider than that of the envelopes and documents handled. The condition of material handled will limit the specified environmental conditions.
• We recommend that materials to be handled are stored at a temperature of 20°C (68°F) with a relative humidity factor of 50%. If difference in temperature occurs between store room and mailing area, the material has to be stored near the machine at least 24 hours before use.
• Self-copying paper may cause rubber parts to wear quicker. The rubber used in this machine has the best resistance to Wiggins Teape material.

Remarques
• Le papier autocopiant peut provoquer une usure plus rapide des parties en caoutchouc. Le caoutchouc utilisé dans cette machine offre la meilleure résistance au matériel Wiggings Teape.
• Les caractéristiques de l'équipement de traitement du papier sont souvent plus importantes que celles des enveloppes et documents traités. Les conditions ambiantes peuvent agir sur les spécificités du matériel.
• Nous recommandons que les matériaux à traiter soient stockés à une température de 20°C (68 °F) avec une humidité relative de 50%. En cas de différences de température entre les lieux de stockage et de traitement, le matériel doit être stocké près de la machine au moins 24 heures avant son utilisation.

Anmerkungen
• Selbstdurchschreibepapier kann zu schnellerem Verschleiß der Gummiteile führen. Das in dieser Maschine Verwendete Gummi hat die beste Widerstandsfähigkeit gegen Wiggins-teape-Material.
• Die Spezifikation der Einrichtungen zur Papierverarbeitung ist oft weiter gefaßt als die der verarbeiteten Umschlaäge und Formulare. Die Beschaffenheit der Verarbeitungsmaterialen begrenzt die spezifierten Umgebungsbedienungen.
• Wir empfehlen, die zu verarbeitenden Materialien bei einer Temperatur von 20°C und einer relativen Luftfeuchte von 50% zu lagern. Bestehen Schwankungen zwischen der Temperatur im Lager- und Versandbereich, ist das material vor dem Einsatz mindestens 24 Stunden in Nähe der Maschine zu lagern.

Opmerkingen
• De specificaties van papierverwerkende apparatuur zijn vaak ruimer dan die van de enveloppen en documenten die er mee worden verwerkt. De kwaliteit van het te verwerken materiaal kan dus de toegestane omgevingsfactoren beïnvloeden.
• Wij adviseren het te gebruiken materiaal op te slaan bij een temperatuur van 20°C en een relatieve luchtvochtigheid van 50%. Indien er sprake is van temperatuurverschillen tussen de opslag- en verwerkingsruimte, dan moet het materiaal tenminste 24 uur in de nabijheid van de machine worden opgeslagen voor het wordt verwerkt.
• Doorslagpapier kan snellere slijtage van rubber onderdelen veroorzaken. Het in deze machine gebruikte rubber is het beste bestand tegen Wiggins Teape materiaal.

Specifications	Caractéristiques	Spezifikationen	Specificaties
Type: inserter system for medium office use.	Type: Inséreuse pour usage moyen de bureau.	Typ: Kuvertiersystem für mittlere Einsatzhäufigkeit in Büros	Type: postverwerkingssysteem voor kantoor gebruik.
Dimensions 2 stations system: •max. height: 820 mm (32.3") •width: 460 mm (18.1") with: side exit 750 mm (29.5") •length: 1500 mm (59.1") 4 stations system: •max. height: 820 mm (32.3") 6 stations system: •max. height: 920 mm (36.2")	Dimensions système à 2 stations: •hauteur max.: 820 mm •largeur: 460 mm avec: bac de réception 750 mm •longueur: 1500 mm Système à 4 stations: •hauteur max.: 820 mm Système à 6 stations: •hauteur max.: 920 mm	Abmessungen 2-stationen-System: •max. Höhe: 820 mm •Breite: 460 mm mit: Seitlicher Auswurf 750 mm •Länge: 1500 mm 4-stationen-System: •max. Höhe: 820 mm 6-stationen-System: •max. Höhe: 920 mm	Buitenmaten 2-stations-systeem: •max. hoogte: 820 mm •breedte: 460 mm met: zij-uitvoer 750 mm •lengte: 1500 mm 4-stations-systeem: •max. hoogte: 820 mm 6-stations-systeem: •max. hoogte: 920 mm
Weight: •2 stations 118.5 kg (261 lbs) •4 stations 124.2 kg (274 lbs) •6 stations 140.0 kg (308 lbs)	Poids: •système à 2 stations 118.5 kg •système à 4 stations 124.2 kg •système à 6 stations 140.0 kg	Gewicht: •2-stationen-System 118.5 kg •4-stationen-System 124.2 kg •6-stationen-System 140.0 kg	Gewicht: •2-stations-systeem 118.5 kg •4-stations-systeem 124.2 kg •6-stations-systeem 140.0 kg
Noise level:<70 dBA (in accordance with ISO 11202)	Niveau de bruit:<70 dBA (selon ISO 11202)	Geräuschemission:<70 dBA (gemäß ISO 11202)	Geluidsniveau:<70 dBA (overeenkomstig ISO 11202)
Theoretical max. speed: 4300 inserts per hour, depending on configuration	Vitesse maximale théorique: 4300 encarts par heure, en fonction de la configuration	Theoretische Maximalgeschwindigkeit: 4300 Kuvertierungen/Std., je nach Konfiguration	Theoretische max. snelheid: 4300 vullingen per uur, afhankelijk van de configuratie
Operating temperature:10°C - 40°C (50°F-104°F)	Température de fonctionnement: 10°C - 40°C (50°F-104°F)	Betriebstemperatur:10°C - 40°C	Bedrijfstemperatuur:10°C - 40°C
Humidity: 30%-80%	Humidité: 30%-80%	Luftfeuchte: 30%-80%	Relatieve vochtigheid: 30%-80%
Power consumption: 100V AC / 50Hz / 4 A 115V AC / 60Hz / 4 A 230V AC / 50Hz / 2 A	Consommation électrique: 100V AC / 50Hz / 4 A 115V AC / 60Hz / 4 A 230V AC / 50Hz / 2 A	Leistungsverbrauch: 100V AC / 50Hz / 4 A 115V AC / 60Hz / 4 A 230V AC / 50Hz / 2 A	Voeding en stroomverbruik: 100V AC / 50Hz / 4 A 115V AC / 60Hz / 4 A 230V AC / 50Hz / 2 A
Fuse: 100/115V AC: T 5.0 A, 125V Time lag, 5.0 Amps. rated current, 125V. 230V AC: T 3.15 A H, 250V Time lag, 3.15 Amps. rated current, High breaking capacity, 250V.	Fusible: 100/115V AC: T 5.0 A, 125V Temps de délai (Time lag), 5.0 A. nominal, 125V. 230V AC: T 3.15 A H, 250V Temps de délai, 3.15 A. nominal, grande capacité de débrancher (High breaking capacity), 250V.	Sicherung: 100/115V AC: T 5.0 A, 125V Zeitsicherung (Time lag), 5.0 Ampere nominell, 125V. 230V AC: T 3.15 A H, 250V Zeitsicherung (Time lag), 3.15 Ampere nominell, Hoch zulässige Abschaltleistung, 250V.	Zekering: 100/115V AC: T 5.0 A, 125V Tijdsvertraging, 5.0 Ampère nominaal, 125V. 230V AC: T 3.15 A H, 250V Tijdsvertraging, 3.15 Ampère nominaal, Hoog afschakelvermogen, 250V.
Approvals:EMC Certificate conform EMC-Directive. FCC Certificate conform 47CFR, part 15. CB Certificate conform IEC 60950. UL Listed I.T.E. (Information Technology Equipment), conform UL-IEC 60950, file: E153801. Conform NEN-EN-IEC 60950 and derivates.	Agréments:EMC Certificat conform EMC-Directive. FCC Certificat conforme 47CFR, partie 15. CB Certificat conforme IEC 60950. UL Liste I.T.E. (Information Technology Equipment), conforme UL-IEC 60950, dossier: E153801. Conforme NEN-EN-IEC 60950 et dérivés.	Zulassungen:EMC Zertifikat gemäß EMC-Richtlinie. FCC Zertifikat gemäß 47CFR, part 15. CB Zertifikat gemäß IEC 60950. UL Listed I.T.E. (Information Technology Equipment), gemäß UL-IEC 60950, File: E153801. Gemäß NEN-EN-IEC 60950 und abgeleiteten.	Keuringen:EMC Certifikaat conform EMC-Geleide. FCC Certifikaat conform 47CFR, deel 15. CB Certifikaat conform IEC 60950. UL geregistreerd I.T.E. (Information Technology Equipment), conform UL-IEC 60950, file: E153801. Conform NEN-EN-IEC 60950 en afgeleiden.
Paper sizes: •minimum width:130 mm (5.1"), •maximum width: 236 mm (9.3"), when folded max. 230 mm (9.1") •minimum length: 90 mm (3.5"), the min. document length for the upper feeder is 115 mm (4.5") •maximum lenght: 356 mm (14.0")	Formats: •minimum largeur: 130 mm •maximum largeur: 236 mm. Si plié max. 230 mm •minimum longueur: 90 mm. La taille minimale des documents pour l'alimenteur supérieur est de 115 mm •maximum longueur: 356 mm •	Papierformate: •Mindestwert Breite: 130 mm •Höchstwert Breite: 236 mm, Wenn gefalzt max. 230 mm •Mindestwert Länge: 90 mm. Die minimale Formulargröße für der oberen Zuführvorrichtung ist 115 mm. •Höchstwert Länge: 356 mm •	Papier afmetingen: •minimum breedte: 130 mm •maximum breedte: 236 mm, Wanneer gevouwen max. 230 mm • minimum lengte: 90 mm, De minimum documentafmeting voor de bovenste feeder is 115 mm •maximum lengte: 356 mm
Paper Quality: •minimum 60 gr/m^2 (15 lb bond) •maximum 250 gr/m^2 (62.5 lb bond), when folded max. 160 gr/m^2 (9.1 lb bond) Booklets up to approximately 2 mm (0.08") thickness, depending on stiffness.	Qualité: •minimum 60 gr/m^2 •maximum 250 gr/m^2. Si plié max. 160 gr/m^2. Brochures d'environ 2 mm maximum d'épaisseur en fonction de la rigidité	Qualität: •Mindestwert 60 gr/m^2 •Höchstwert 250 gr/m^2. Wenn gefalzt max.160 gr/m^2. Broschüren bis zu etwa 2 mm Dicke je nach Steifigkeit	Kwaliteit: • minimum 60 gr/m^2 •maximum 250 gr/m^2. Wanneer gevouwen max. 160 gr/m^2. Brochures tot 2 mm dikte, afhankelijk van de stijfheid.
Folding capacity: 8 sheets (max. 80 gr/m^2)	Numéro des documents de pliage: 8 documents (max. 80 gr/m^2)	Falzkapazität: 8 Formulare (max. 80 gr/m^2)	Vouw capaciteit: 8 vel (max. 80 gr/m^2)
Envelope sizes: Standard BRE (Business Reply Envelopes)	Enveloppes formats: BRE (Enveloppes de réponse commerciales) standard	Kuvertformate: Standard BRE (Standardrückumschläge)	Envelop afmetingen: Standard BRE (Business Reply Envelopes)
Envelope Quality: •minimum 80 gr/m^2 (20 lb bond) •maximum120 gr/m^2 (30 lb bond)	Enveloppes Qualité: •minimum 80 gr/m^2 •maximum120 gr/m^2	Kuvertqualität: •Mindestwert 80 gr/m^2 •Höchstwert120 gr/m^2	Kwaliteit: •minimum 80 gr/m^2 •maximum 120 gr/m^2,